

CATALOG

ADDICTION COUNSELING PROGRAM

2012/13

Tahoe Turning Point



Tahoe Turning Point

PO Box 17509

South Lake Tahoe, CA
96151

530 541-4594 main

530 542-1226 fax



MISSION STATEMENT

***Our Mission** is to provide our community with the best possible addiction counseling educational program possible through the utilization of onsite student-experience and through the use of professionally trained and licensed alcohol and drug counselor-instructors.*

***Our Goal** is to increase the number of licensed and certified addiction counselors in our community and our Nation through the utilization of a comprehensive, CADAAC certified program.*

***Our Hope** is to be an effective tool in our community's and our Nation's attempt at reducing and even one day eliminating the aversive effects of drug and alcohol abuse and dependence .*

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ACADEMIC FREEDOM

Academic freedom and academic responsibility are inseparable. Academic freedom is the right of instructors in their area of expertise to teach, conduct research and to communicate one's knowledge to the academic community openly, honestly and without interference. Academic responsibility is the acceptance on the part of the instructor while teaching, researching and communicating, to do so in such a manner as not to bring discredit to the educational program, profession or community.

Tahoe Turning Point

Board of Directors – Community Advisory Board

OFFICERS

Sheri Schimmel – Business Owner
2241 Tahoe Vista
South Lake Tahoe, CA 96150
(530)544-7009

President

Austin Angell – Restaurant Chef
2469 Rose Avenue
South Lake Tahoe, CA 96150
(530)541-5224

Vice President

Holly Greenaugh - Teacher
1983 Cherokee Street
South Lake Tahoe, CA 96150
(530)573-1983

Secretary

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1907 Gregg Street
Carson City, NV 89701
(775)883-4703

Treasurer

MEMBERS

Richard R Barna - CADAAC
734 Tahoe Keys Boulevard
South Lake Tahoe, CA 96150
(530)541-0146

Executive Director - TTP

Susan Baker
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South Lake Tahoe, CA 96150 (530)577-4481
LTUSD Administrator

Keene Busch – Retired
PO Box 1934
Zephyr Cove, NV 89448
(775)720-2907

Retired

Eric R Campbell
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South Lake Tahoe, CA 96150
(530)539-3398

Financial Services Officer

Margie Maxheimer
PO BOX 10305
South Lake Tahoe, CA 96158
(530)542-0854

Business Owner

ADMISSIONS & REGISTRATION

Admission Procedures

1. Complete and submit the admission [application](#) to:
Tahoe Turning Point, Inc.
Admissions
PO Box 17509
South Lake Tahoe, CA 96151

A non-refundable \$25 application fee, payable by check or credit card via Tahoe Turning Point website, must accompany your application.

2. Official transcripts containing a proper signature, date and seal must be sent directly from the school or college issuing the transcript to:

Tahoe Turning Point, Inc.
Admissions
PO Box 17509
South Lake Tahoe, CA 96151

Transcripts submitted for admission will not be returned to the applicant. High school graduates must provide an official high school transcript. Students who have completed college credits must supply an official transcript from each college attended.

Contact Information:

Tahoe Turning Point, Inc.:
Tel: (530) 541-4594
Fax: (530) 542-1226

Admission Timeline:

Spring 2012

Application Due: March 15, 2012
Classes Begin: April 2, 2012
Classes End: June 22, 2012

Summer 2012

Application Due: June 14, 2012
Classes Begin: June 25, 2012
Classes End: September 22, 2012

Fall 2012

Application Due: September 13, 2012
Classes Begin: September 24, 2012
Classes End: December 14, 2012

Winter 2013
Application Due: November 30, 2012
Classes Begin: January 7, 2013
Classes End: March 29, 2013

TUITION AND FEES

All tuition and fees must be paid in full at the time of registration and before entering classes. Check online at www.tahoeturningpoint.org for registration payment instructions. **These fees are subject to change without prior notice.**

1. There is a nonrefundable application fee of \$25 to be submitted at the time of registration.
2. Currently legal residents of California (see "Residence Requirements") pay \$17.00 per unit. (*These fees are subject to change without prior notice pending California State Legislative action*). Students receiving financial aid may be exempt from paying this fee. See the Financial Aid Office for more information.
3. A limited number of Nevada residents may be eligible for an enrollment fee of \$28.00 per unit pursuant to Section 76140 of the Education Code.
4. In addition to the \$17.00 enrollment fee, nonresidents, both out-of-state and international, shall pay \$139 per unit. This fee is determined by the Board of Trustees.
5. Nonresident tuition fees will be refunded to students who withdraw from their enrollment in the Program or reduce their program in accordance with the following schedule:
 - a. Before or during the calendar week in which instruction begins, 100%.
 - b. During the second calendar week: Fall, Winter, Spring, 66.7%; Summer, none.
 - c. During the third calendar week: Fall, Winter, Spring, 33.3%; Summer, none.
 - d. After the third week, none.
6. Students are required to provide certain instructional materials which have continuing value outside of the classroom. These are tangible materials that are essential to satisfaction of course objectives, have value to the student outside the classroom, belong to the student, and may be taken home. These materials include, but are not limited to, such items as textbooks, workbooks, syllabi, computer disks, tools, uniforms, and canvases. They also include materials, such as clay, that are transformed into materials of lasting value.
7. All students must be able to provide proof of a High School diploma and or a General Equivalency Diploma (GED)

FEE EXAMPLES

California Residents registered in 12 units:

Student Representation Fee \$1.00
Health Fee 3.00
Enrollment Fees* (\$17.00 x 12 units) 204.00
\$208.00

Nevada Residents approved for the Good Neighbor rate and registered in 12 units:

Student Representation Fee \$1.00
Health Fee 3.00
Good Neighbor Fee* (\$28.00 x 12 units) 336.00
\$340.00

Out-of-State or International Students registered in 12 units:

Student Representation Fee: \$1.00
Health Fee 3.00

Enrollment Fee* (\$17.00 x 12 units) 204.00

Tuition (\$139.00 x 12 units) 1668.00

\$1876.00

*** Fees are subject to change without prior notice pending California State Legislative action.**

Some classes carry a fee for required instructional materials. These fees are for the types of materials described above. When such fees are indicated, the materials for which the fees are levied are supplied at District cost and are sold as a convenience to students. However, students may choose not to pay the fee indicated and provide the materials themselves. Students are warned that they will not be able to complete the requirements of a course if they do not purchase or provide required instructional materials.

1. Students are advised to provide certain instructional materials of an optional nature. These are materials that enhance a student's learning experience in the classroom, but are not essential to completion of course objectives.

REFUND POLICY

Enrollment Fees, Facilities Use Fees, Good Neighbor Policy Fees, and Health Fees: A student may receive a refund:

1. If the program cancels the class (refund should be requested before the end of the quarter in which the class was cancelled) or
2. If the student officially withdraws from:
 - a. Full quarter length classes no later than Friday of the second week of the quarter, or
 - b. Classes less than a full quarter in length no later than the first business day at the 10 percent point of the length of the class. If the business day occurs after the class ends, the refund must occur prior to the start of the class. **NO REFUNDS WILL BE MADE AFTER THE CLASS HAS ENDED.**

EXCEPTIONS: For special fees involving class field trips, see refund policy in the quarterly Schedule of Classes.

Exceptions to the refund policy may pertain to students requesting military withdrawal in accordance with California Military and Veterans' Code, section 824.

WITHHOLDING SERVICES FOR NONPAYMENT OF FEES

Grades, transcripts, diplomas and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the Tahoe Turning Point. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation (Education Code Section 72237).

FINANCIAL AID

For Information on application procedures, or contact the Financial Aid Office.

STUDENT HEALTH AND ACCIDENT INSURANCE

Tahoe Turning Point students enrolled in six or more units and actively attending classes are eligible for Domestic Student Health Insurance Plan. Information is available through Student Services. There are also vision services and an optional dental plan.

AUDITING OF CLASSES

Under certain circumstances, auditing of classes may be allowed. The audit policy is available in the Admissions and Records Office.

CHALLENGING A COURSE (Credit by Examination)

Students must petition to challenge a certain designated course in order to receive credit by examination. Challenge courses are listed at the beginning of each subject area in the Course Description section of the catalog. Students are strongly urged to meet with a counselor before beginning the challenge exam process.

ATTENDANCE POLICY

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. Students who stop attending and are not dropped by the instructor risk receiving an "F" grade for the course. For full quarter classes students may drop with a "W" grade through the 7th week of instruction. **Students may not fall below a 75% attendance and/or academic level.**

ADDING AND DROPPING

All adding and dropping/withdrawing is done at the Admissions & Records office or online within the specified timelines. Withdrawing (dropping with a "W" grade) must be done in person at the Admissions & Records office.

Adding

Students may add classes through the day of the first class meeting. From the day after the first class meeting through Friday of the second week of class, students may only add with written permission of the instructor. Registration is not allowed after the course has ended. Students are strongly encouraged to register early to secure a space in the course they wish to attend. Students may not enroll in multiple sections of the same course if the course dates overlap.

Dropping/Withdrawing

Students may drop or withdraw from regular full quarter-length classes through Friday of the 7th week of the term. Please contact the Admissions & Records office for deadline information.

It is always the student's responsibility to drop or withdraw from classes. While instructors may drop students for non-attendance, students should never assume that this was done by the instructor. Please see the Attendance Policy for further information.

TOTAL WITHDRAWAL FROM COLLEGE

A student who intends to withdraw from all courses at the College must complete the necessary procedures established by the Admissions and Records Office. Failure to do so may negatively affect the student's transcript.

CLASS OFFERINGS

CFAAP/CADAAC COURSE REQUIREMENTS	SCHOOL COURSE NAME/#	HOURS
Introduction and Overview of Alcohol and Drugs (45 hours)	<p>Introduction to Alcohol and Other Drug Studies (ATOD Counseling 101) This is an introductory course designed to examine the history, stereotypes, sociocultural factors and patterns of progression of ATOD use, abuse and dependence. Theories of human behavior and personality are discussed.</p>	45
Law and Ethics (minimum 45 hours)	<p>Legal and Ethical Issues for Alcohol and Drug Counselors (ATOD Counseling 102) This course covers the “12 Principles” in CADAAC’s Code of Ethics as listed in “System of Certification for Alcohol and/or other Drug Counselors in the State of California.” Patient rights and confidentiality are discussed.</p>	45
Personal and Professional Growth (45 hours)	<p>Personal and Professional Growth for Counselors (ATOD Counseling 103) This course covers counselor burnout and recovery, stress management and relaxation techniques, ongoing education and training, and CCBADC certification requirements. Contacts and organizations are discussed.</p>	45
Physiology and Pharmacology (4 hours)	<p>Physical, Mental and Psychological Effects of Drugs (ATOD Counseling 104) This course examines the effects of alcohol and other drugs on the brain and body as well as on cognition, emotion and behavior. Use, abuse and dependence are discussed as well as tolerance and withdrawal symptoms.</p>	45

Case Management (4 hours)	Case Management for the Chemically Dependent Person (ATOD Counseling 105) This course covers the intake, assessment, treatment, referral, recovery, aftercare and follow-up of the chemically dependent person and the family. Inpatient and outpatient treatment settings are also discussed.	45
Counseling Theories and Techniques (45 hours)	Individual, Group and Family Counseling Techniques (ATOD Counseling 106) This course covers the use of effective alcohol and drug counseling skills for the chemically dependent person. Therapeutic approaches such as Motivational Interviewing, CBT, RET and the stages-of-change model are discussed. Practical applications and role-play are utilized.	45
Supervised Practicum (minimum 45 hours)	Supervised Practicum (ATOD Counseling 107) This course covers 45 hours of instruction and includes direct supervision by a qualified instructor. Students attend workshops and other educational opportunities as directed, and the instructor is available for consultation while the student is completing fieldwork requirements.	45
Clinically Supervised Externship (Minimum 255 hours)	Supervised Fieldwork Practicum (Internship) (ATOD Counseling 108) This course utilizes actual fieldwork experience as a foundation for students to learn to apply the acquired knowledge and values as taught in the classroom. Students are required to complete the “12 Core Competencies” (TAP 21) at an agency approved by instructor.	255

NOTES
