

## *2020-2021 catalog year*

PORTLAND COMMUNITY COLLEGE  
CASCADE CAMPUS  
705 N. Killingsworth St.  
Portland, Oregon 97217  
Telephone 971-722-5427

[www.pcc.edu/programs/addiction](http://www.pcc.edu/programs/addiction)



# ***STUDENT HANDBOOK***

*Your guide to successfully completing your Addiction Counseling program*

## **PROGRAM ORGANIZATION**

The Addiction Counseling Program is located at the Cascade Campus of Portland Community College in the Division of Allied Health, Emergency and Legal Services Division. Other health programs within this division include Ophthalmic Medical Technology, Medical Assisting, Health Information Management, and Medical Laboratory Technology. See <http://www.pcc.edu/admissions/health/> for a full list of health related coursework and programs offered at PCC.

### **FACULTY AND STAFF**

**College President** – Mark Mitsui  
**Cascade Dean of Instruction** - Kurt Simonds

#### **Addiction Counseling Important Numbers**

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## **PROGRAM INFORMATION**

### **ACCREDITATION**

Portland Community College is accredited by the Northwest Association of Schools and Colleges.

The Addiction Counseling Program **does not** award the Certified Alcohol and Drug Counselor Certificate (CADC) credential, which is governed by the Mental health and Addiction Certification Board of Oregon (MHACBO). We do, however, provide the required educational coursework and some, but not all, of the required supervised hours through a practicum experience that is accepted by MHACBO to meet their requirements for the CADC I and CADC II (see Appendix A). Pass rates of the CADC exam for students prepared at the community college level are reported by MHACBO to be higher than students prepared at the Master's Level.

### **MISSION**

The Addiction Counseling Program provides quality training in an atmosphere that encourages full realization of each student's potential. The program offers students of all ages, races, cultures, economic levels and previous educational experience opportunities for personal growth and attainment of their professional goals.

To achieve this mission, the program offers access to residents of the PCC district, as well as other Oregon and Southwest Washington residents who desire to obtain the program's specialized training. The program is committed to the development and utilization of partnerships with the addiction counseling community to provide assistance in maintaining the quality of the program, as well as providing training opportunities for students. Through effective teaching and student support, we strive to prepare our students for success as individuals, members of the addiction counseling profession, and citizens.

### **VALUES**

We provide foundations for student success through a worthwhile curriculum that is practical, theoretical and of high quality.

We provide the environment to create outstanding counselors with a thorough understanding of issues related to substance abuse. We are enthusiastic about teaching and learning, and we respect all students and staff.

### **PROGRAM OUTCOMES**

*The intended outcomes of the Addiction Counseling Program are:*

### AAS: Addiction Counseling

- Meet the Addiction Counselor Certification of Oregon (MHACBO) educational coursework requirements for the Certified Alcohol and Drug Counselor Level II (CADC II) including having a minimum of 648 hours of the 1000 work experience hours required by MHACBO to be eligible for the CADC I exam.
- Follow established professional addiction counseling standards and clinical procedures to conduct intake assessments and evaluations and co-facilitate addiction treatment groups in a clinical setting.
- Complete record keeping obligations, deliver educational presentations, and participate in staff meetings in accordance with professional standards.
- The AAS degree includes additional Addiction content such as Advanced Counseling, Trauma and Recovery, Cultural Competence classes and other specialized coursework.
- All Certificate coursework is included in the AAS degree.
- Effectively utilize clinical supervision to hone and further develop their addiction specific counseling skills.

### One-Year Certificate: Addiction Studies

- Meet the (MHACBO) educational requirements for the Certified Alcohol and Drug Counselor Level I (CADC I).
- Complete 324 out of required 1000 hours of work experience for CADC I.
- Follow established professional addiction counseling standards and clinical procedures to conduct intake assessments and evaluations and co-facilitate addiction treatment groups in a clinical setting.
- Complete record keeping obligations, deliver educational presentations, and participate in staff meetings in accordance with professional standards.
- Effectively utilize clinical supervision to hone and further develop addiction specific counseling skills.

**Commented [KH1]:** This does not currently meet CADC II requirements

### PROGRAM ADMISSION

The Addiction Counseling program is a closed program with limited enrollment. Each fall, winter and spring, up to 20 students with the most points, who meet all admissions requirements, are admitted to the program. In the case that we have more than 20 applicants with all three points, we will use a lottery for admission. In order to be admitted students must complete the prerequisite coursework and usually all three of the classes that give points toward admission. **NOTE:** If you have taken a course that you believe is equivalent to any of the courses listed below, please contact the Admissions Coordinator regarding the steps to get these approved for both admissions and program requirements.

### Steps for Admission

#### Complete or be in process of completing program prerequisites with a C or better:

- WR 121
  - Can be waived for students with Bachelor's degree or higher
- AD 101
- AD 153
- AD 160

**Commented [KH2]:** I will let Amanda edit this section

➤ LIB 101

- Students applying to PCC's Addiction Counseling program who have completed a Bachelor degree or higher, or a research thesis or capstone course in the past 5 years, have the option to meet with a PCC librarian. You must make an appointment, for an in-person orientation to the PCC library resources relevant to the AD program in lieu of taking the one-credit LIB 101 class. Students will be provided with a form including the Library's contact information and a place for a librarian's signature. This form will be completed at the orientation and then submitted with the student's application in order to waive the LIB 101 prerequisite.

The in-person orientation will take approximately one hour. A PCC librarian will give an orientation to the PCC library's resource and doing research. If the concepts, skills and resources covered in this orientation are unfamiliar to the student, she or he should consider taking LIB 101.

**Complete or be in the process of completing classes that give a total of 3 points toward admission\* with a C or better:**

- PSY 239
- AD 102
- AD 106

**Be in good or warning academic standing**

- Students on probation or suspension should meet with the admissions coordinator

**Be able to demonstrate, through letters of verification, 21 months of non-use (if in recovery) or non-abuse (if not in recovery) of drugs or alcohol.**

**Submit all required application materials by the admission deadline**

**Attend a program orientation**

- If you are unable to attend you must contact the admissions coordinator prior to the Orientation

**\*In the case that we have more than 20 applicants with all three points we will use a lottery for admission.**



## ACADEMIC POLICY

### ACADEMIC PERFORMANCE AND GRADING

Students must maintain a minimum level of performance (no lower than a letter grade of "C") in each of the required technical courses including those required outside the AD program, in order to continue to progress through the AD program and be eligible for the Associate of Applied Science degree or Certificate of completion.

Students who fail to meet the minimum level of performance in one or more courses may be informed in writing of their dismissal from the program. Re-admission to the cohort is on a space-available basis and may be denied after meeting with the advisor and Department Chair. If re-admitted to the program, the student is required to repeat the course(s) and earn a passing grade of "C" or higher. Failure to complete a class for 2 terms will result in permanent dismissal from the program

**Special Note on Cohort Classes.** *Once admitted to the AD program, students must pass all AD program classes with a C or better. In the event that a student does not pass an AD course with a C or better, that student will need to meet with the program advisor to create an AD program learning plan. Students may also need to meet with the AD Department Chair. Registration into repeated cohort classes are not guaranteed for students, even after successfully completing a learning plan. If there is room in a cohort class, students who have filed a learning plan with the program advisor will be put on a list by date of plan completion, and will be contacted and offered a spot when available. PLEASE do not register for a class until notified by the program advisor. In the event that a class is not successfully completed more than once, or that a student does not pass more than one class in a single term, it is possible the student will be removed from the program.*

The grading scale used for each class in the AD program will be contained in each course syllabus. Students will be expected to maintain the minimum level of performance as outlined under Academic Performance regardless of the instructor's choice of grading scale.

The basis for the grade is the composite score of projects, papers, quizzes, lab modules/clinical objectives and/or tests for each course. In making such a grade determination, instructors will take into consideration student performance in the course in terms of attendance, attitude, participation, and other evidence of student achievement.

Students are expected to maintain a "C" letter grade (or Pass) for each course in their respective program. Course instructors have the prerogative of requiring students to repeat any learning experience for which they receive less than a "C" letter grade. In making such a

determination, instructors will take into consideration the importance of the learning experience to a related job entry-level skill, knowledge or attitude. Students cannot change a class to a P/NP class if it is one that requires a grade for the program.

**Special Note on Pass/No Pass Grading Option.** *PCC has a limit to the number of credits that can be Pass/No Pass and still contribute to graduation requirements. Due to the high number of Pass/No Pass credits that come from the practicum component of the curriculum, and other designated Pass/No Pass Courses, students have very little opportunity to take other courses Pass/No Pass and still meet graduation requirements. If you are considering taking a course with a P/NP option, please consult with the AD Program Advisor.*

Other symbols routinely used for grading and the conditions under which these may be applied are indicated below. Specific definitions are listed in the college catalog and in the schedule each term.

- *"I" - Incomplete. When the quality of work is satisfactory, but some minor, yet essential, requirement of the course has not been completed, and for reasons acceptable to the instructor, a report of "I" may be made and additional time granted for completion of the work. A signed contract with the instructor prior to the end of the term is needed for all incompletes. The time frame allowed for the incomplete will be included in this contract. While some instructors can elect to allow up to one year for students to make up an incomplete this is not a requirement and the actual time frame is up to the specific instructor (as long as it does not exceed one year). If a student receives an incomplete for any practicum prerequisite class, they will not be allowed to start practicum until the incomplete has been made up and the grade changed in their permanent record.*
- *"P" - Pass. Acceptable performance. A grade of "P" represents satisfactory achievement which would have been graded "C" or better on the regular grading scale, but is given instead of a letter grade. To take a class Pass/No Pass a student must make arrangements with the instructor during the first 8 weeks of class. Some classes in the AD Program only have a Pass/No Pass Option (AD 270A Practicum).*
- *"NP" - No Pass. Unacceptable performance when a student has arranged for the pass/no pass option in a class which permits it or when the class is only offered on a pass/no pass basis.*
- *"W" - Withdrawal. This mark is to be used only by student records when the student has followed established school procedures for properly withdrawing from class within the specified time limits.*

Graduation -- A student must achieve satisfactory progress, i.e., must earn a minimum quarterly grade point average of 2.00 to receive the Associate of Applied Science Degree (see college catalog, Academic Regulations). Each candidate must complete the applicable AD program curriculum.

**ATTENDANCE POLICY**

Students who do not attend the first scheduled class, and have not contacted their instructor to made arrangements prior to their absence, will be dropped from the class, per PCC policies.

Students need to attend all scheduled classes. In the case of unforeseen events (sickness, accident, etc.) students are allowed to miss up-to two full class periods. Late arrivals and early departures will be factored into attendance. Students who miss more than two full class periods will not be able to pass the class regardless of the grade earned based on the syllabus.

Absence from class: The student is responsible for completing all course work regardless of absenteeism. The student is responsible for materials handed out in class and assignments made during class. Arrangements should be made for classmates to obtain handouts. Missed class notes may only be obtained from another student.

Absence from Practicum work site: All time lost from Practicum work activities must be made up. Time rescheduled will be only at the convenience of the sites. Attendance at practicum should comply with the rules and expectations that would be applied to an employee at the site.

**COMPUTERIZED TEST FORM INSTRUCTION**

Some instructors may elect to use a computerized grading sheet. Students supply their own "bubble sheet" which can be purchased at the Cascade Bookstore. Students will also need a #2 pencil in order to fill out the "bubble sheet".

**PROGRAM POLICY**

**PROGRESSION IN THE PROGRAM (term by term)**

1. Students are eligible to continue from term to term in the program provided that they meet academic and performance standards as specified in this handbook.
2. Students must achieve no lower than a letter grade "C" in each required course in the program in order to participate in practicum.

3. Once admitted into the program, in the first term the student has a specified course of study as part of a cohort. During that term of cohort classes the student can elect to take additional classes.
4. Once the student has completed the cohort segment of the program they determine their own pace and schedule to complete the program. Students who wish to complete the program in the shortest amount of time need to enter practicum as soon as possible.
5. A tentative year-long schedule of classes is published on the Addiction Counseling program Web Site to help students create a course of study. This document does change, and the student should check frequently to stay current. The current year long schedule is posted at <http://www.pcc.edu/programs/alcohol-counseling/documents/projected-courses.pdf>.
6. The Addiction Counseling Program has an advisor that students are strongly encouraged to meet with each term to create and maintain their course of study.

### **Current Required Classes and their Prerequisites.**

#### **COHORT CLASSES – For students admitted to the program**

- **AD 152** – Group Counseling and Addiction (taken during first term of practicum) (3 cr)
- **AD 154** – Client Record Management and Addiction (3 cr)
- **AD 161** – Motivational Interviewing (4 cr)
- **AD 278** – Practicum Preparation (1 cr)

#### **ADDITIONAL REQUIRED COURSES FOR CERTIFICATE AND ASSOCIATES DEGREE**

- **AD 101** – Addiction (3 cr)
- **AD 102** – Drug Use and Addiction (3 cr)
- **AD 106** – Smoking Cessation (1 cr)
- **AD 156** – Ethical and Professional Issues (3 cr) (Required to be taken prior to Practicum)
- **AD 255** – Multiple Diagnoses (3 cr)
- **AD 270A** – Practicum (18 credits for AAS); (9 credits for Certificate)
- **AD 270B** – Practicum Seminar (2 credits for each term of practicum); (4 credits for Certificate)

#### **ADDITIONAL REQUIRED COURSES FOR ASSOCIATES DEGREE ONLY**

- **AD 103** – Women and Addiction (3 cr)
- **AD 104** – Multicultural Counseling (3 cr)
- **AD 184** – Men and Addiction (3 cr)
- **AD 202** – Trauma and Recovery (3 cr)
- **AD 256** – Advanced Counseling and Addiction (4 cr)
- One (1) Arts and Letters General Education Requirement (3-4 CR class)
- One (1) Science/Mathematics/Computer Studies General Education Requirement. (3-4 CR class)  
Math coursework through MTH 58 or MTH 65 or Math Competency Exam

#### **6 ELECTIVE CREDITS REQUIRED FOR ASSOCIATES DEGREE ONLY – CHOOSE 2 CLASSES FROM THE FOLLOWING LIST**

- **AD 105** – Aging and Addiction (3 cr)
- **AD 107** – Addiction Recovery Mentor (3 cr)
- **AD 108** – Adolescents and Addiction (3 cr)
- **AD 109** – Criminality and Addiction (3 cr)
- **AD 110** – Substance Use Prevention (3 cr)
- **SOC 204** or **SOC 205** or **SOC 206**
- **PSY 215** – Human Development
- **MTH 105** or Higher
- Science class with lab
- Foreign Language class

#### **MEETING WITH THE PROGRAM ADVISOR**

It is important to see your advisor periodically throughout your Certificate or Degree program. Once you have been accepted into the Cohort, most students find it helpful to set up a plan for graduation. The best way to set up an appointment is through email at [khenry@pcc.edu](mailto:khenry@pcc.edu).

#### **Reasons to meet with your advisor**

1. To create a plan with your advisor. Most students find this extremely valuable to make sure they are on track and not taking unnecessary coursework, or missing required coursework.
2. You would like to explore Bachelor Degree opportunities. This may require changing your plan, and possibly changing or adding a 2nd degree to be able to complete all prerequisite coursework at the less expensive tuition rate at Portland Community College.
3. You have received an email from Financial Aid indicating that your aid has been denied, and that you must complete a Time Frame Extension Appeal. **DO NOT PANIC**, most students can get financial aid after completing this appeal.
4. You have withdrawn from or failed an important class for obtaining your certificate or degree. You may also need to meet with the Department Chair to determine if you can complete the program.
5. The year-long plan of AD coursework has changed, and you are on a Financial Aid Time Frame Extension, or you are not sure how it impacts your graduation
6. You have questions about the degree, MHACBO certification or other concerns
7. You just want to say hi, and let the Advisor know how you are doing.

#### **Bachelor Degree Opportunities**

Many students would like to continue with their education and pursue a Bachelor's degree. Most students consider local programs, and many students have pursued education at Portland State

University, Pacific University and other universities and colleges throughout the country. Many of these colleges will accept all or some of the Addiction Counseling coursework towards the Bachelor's Degree. Your coursework should be planned carefully to meet all prerequisite classwork to be accepted into the program of your choice.

Depending on the program you choose, you may need to complete additional math, foreign language and other required classes. Please make an appointment with your advisor as soon as you decide to continue on for a Bachelor's degree.

### The most common programs

1. Portland State University – BA and BS in Social Work, Child and Family Services and Psychology, Community Development and other majors are often chosen by AD students. The required coursework is different for the BA and BS, and you should meet with your advisor to determine which courses you should complete.

### PRACTICUM INFORMATION AND FAQ'S

#### 1. How many credits of practicum do I need?

- a. **Degree seeking students** need 18 credits of practicum. Students may elect to complete three or four terms of practicum, which will add up to the full 18 credits. In order to complete an extended placement the onsite supervisor must agree and there is no guarantee or requirement that they do so. In the event the student chooses and is allowed to complete their placement in 3 terms the student must register for 6 credits each term.
- b. **Certificate seeking students** need 9 credits of practicum. While most certificate seeking students elect to complete the practicum in two terms it is possible to extend the placement to 3 terms (with onsite supervisor approval).
- c. **Credit for Prior Learning.** If you have been hired by an agency and are receiving hours towards your CADC I from MHACBO, you may be eligible for Credit for Prior Learning (CPL). If you are eligible for CPL you may **not** need to register for Practicum, and instead be able to pay \$10 to receive credit for AD 270A Practicum. If you are being paid as a Counselor and receiving MHACBO hours, please contact Jonny Gieber prior to registering for practicum. See [Appendix C](#).

#### 2. How many credits of practicum do I sign up for each term?

Each term a student is given an option to sign up for 3, 4, 5 or 6 credit practicums. Students need to do the basic math needed to determine how many total credits of practicum they need in order to meet their

academic goal. If you are unsure connect with your advisor.

### 3. How many hours a week do I work at the practicum site?

For every credit a student signs up for they need to document 36 hours at the practicum site. Thus a 6 credit practicum = 216 hours, a 5 credit practicum = 180 hours, a 4 credit practicum = 144 hours and a 3 credit practicum = 108 hours. The actual number of hours per week may vary each term because of the number of weeks in the term, holidays and any sick time that may occur. To estimate how many hours per term you need to work take the total number of required hours and divide it by the length of the term (for example a 5 credit, 180 placement divided by an 11 week term = 16.5 hours per week).

### 4. What is Practicum Seminar?

Every term a student is enrolled in practicum they have to also enroll and attend a 2 credit PCC practicum seminar. Students choose (on a first come first served basis) the seminar they want to attend. The faculty member who teaches the seminar will also visit the site to meet with the student and the onsite supervisor to establish an objectives contract at the start of the placement and then at the end of each term for an evaluation appointment.

### 5. How do I enroll in Practicum?

- a. Complete all practicum prerequisites with a grade of C or better.
- b. Complete AD 278 in advance of the term you are taking for practicum. Pre- register for MHACBO certification at [www.MHACBO.com](http://www.MHACBO.com). There is a \$50 application fee. With the successful completion of AD 278 class you will have completed:
  - i. Resume & Cover Letter geared toward practicum placement
  - ii. Letter of explanation (if you have ever been charged with a felony or misdemeanor)
  - iii. It is highly recommended to get an FBI ran criminal background check for accurate reporting and your own records. If there are special circumstances, or you need additional assistance or support, please contact your Practicum Instructor.

**Important Note:** If there is significant lag time between when you completed AD 278 and when you apply for practicum you will want to update your resume.

- c. Complete the Pre-Register for Practicum by filling out the Intent to Enroll in Practicum Form for each term you plan on registering for practicum
- d. Review the up to date Site List on the Spaces page, which you have access to after successfully completing AD 278. <https://spaces.pcc.edu/display/ACPACC/The+Addiction+Counseling+program+at+Cascade+Campus+-+PRACTICUM+INFORMATION>. Follow the directions on the site list (they may be different for each site) to apply. It may take multiple contacts at multiple sites to

secure a practicum site interview.

- e. Prior to your interview at the site determine the hours you have available to work at the practicum site.
- f. Once you have identified a site, interviewed and have been accepted by the site you need to notify the PCC practicum supervisor you want to work with (see the schedule each term for current supervisors and seminar times). See Intent to Enroll Form.

#### **6. When can I register for practicum and practicum seminar?**

Two more steps have to be completed before you can register for practicum. You have to have completed all the internal processes of the agency to be accepted as a practicum student and you need to have a contract appointment scheduled with your PCC instructor and your onsite supervisor. Here are some possible things you may be asked to address as part of your acceptance as a practicum student

- TB test, vaccinations, other health related concerns, agency orientations and/or trainings and other site specific procedures. Requirements vary from site to site.
- The single biggest obstacle that prevents students from starting practicum involves issues with the Criminal Background Check. If you have criminal convictions on your record some record checks can take up to 90 days. We strongly encourage you to independently obtain an FBI background check. This can be done at <http://www.fbi.gov/about-us/cjis/background-checks>. The fee by the FBI is \$18.

**NOTE: You will not be allowed to register for practicum until the criminal history check process is completed.**

#### **7. Who can help me with all this?**

- **The Practicum Advisor** is may change depending on the term, but a Qualtrics survey will be sent out each term indicating who the practicum supervisor will be and asking if you plan on registering for the next term of practicum.
- **PCC Practicum Supervisor:** Once you are enrolled in practicum the PCC faculty member you have selected can help you in subsequent terms.
- **PCC A&D Advisor:** Karen Henry: [khenry@pcc.edu](mailto:khenry@pcc.edu) or 971-722-5427

#### **READMISSION TO THE PROGRAM**

Students who have left the program and wish to rejoin must repeat any classes that were not completed successfully (letter grade of "C" or better) providing there is space available. The decision to re-admit will be based on space availability by the department chair.

Candidates for re-entry should contact the program admission office at 971-722-5667 as soon as possible prior to the time they desire to re-enter. Specific requirement for reapplication, retesting, etc. will be available at that time. **NOTE:** If you have not taken a class at PCC during



the past year, you will need to meet the current catalog's requirements, which may add additional coursework to receive your degree.

**TERMINATION OF ENROLLMENT**

The AD Program reserves the right, upon the specific recommendation of the faculty and/or the college administration and after the student has received written notification of the reasons and procedures, to terminate a student's enrollment in the program. Prior to such decision, the faculty member will complete a Student of Concern report per college policy. The faculty will work with the Dean of Student Development to thoroughly review the case and determine the student's suitability to continue in the program and/or steps for correction.

The conditions contributing to these determinations by the faculty may include (but are not limited to):

- a) Unsatisfactory academic performance levels.
- b) Unsatisfactory Practicum Performance.
- c) Unethical or unprofessional conduct.
- d) Violations of the Student Code of Conduct.
- e) Failure to maintain Sobriety Requirement.

**CLASS CANCELLATION**

Classes canceled due to inclement weather will be announced over local radio and television stations. Students can also sign up for Flash Alerts –for more information visit <http://www.pcc.edu/about/announcements/closure-information.html>. Classroom hours missed, may or may not have to be made up and this will be determined on a term-by-term basis. Practicum hours do have to be made up at the convenience of the practicum site.

**ADDICTION POLICY**

Students who identify as in recovery from drug addiction need to have 21 months of recovery to enter the program and they need to maintain their recovery to remain in the program. For recovering persons any use of illegal drugs and/or alcohol is considered a violation of the recovery requirement. Use of prescription medications (including methadone and suboxone) is considered a private matter between the student and their physician. Use of prescription medications not prescribed for the student by their own physician is considered a violation of the programs policy. While nicotine is not included in the programs drug policy, students who use nicotine are strongly advised to pursue a goal of nicotine cessation as a professional development goal prior to their starting practicum. Student who are demonstrated to be impaired in the classroom maybe immediately be dismissed from the program.

**CRIMINAL BACKGROUND CHECK**

Can I work as an Addiction Counselor and/or Peer Mentor if I have a criminal history?

The answer is a resounding maybe. Most students who have been in the A&D program and have a criminal history have been successful in finding practicum sites and eventual employment. It is imperative that all students understand that PCC does not have the ability to pre-determine if a given student's criminal history will allow them to work as an addiction counselor in the future. The process used by employers to make the determination involves factoring in the job being applied for, the student's current status and their criminal history. Each and every time the individual changes jobs this process will be used.

Students who are still involved in the criminal justice system will have a very difficult time finding a practicum site. A few methadone clinics will accept students who are still on probation but most sites will not.

Students need to create and maintain a file of their criminal history that is 100% accurate and easily accessible. They will need this information for every job they apply for in the future.

The following is the statement from the Oregon Health Authority (that also appears on the MHACBO website) that describes convictions that are the most problematic.

#### OREGON HEALTH AUTHORITY ADDICTIONS & MENTAL HEALTH DIVISION ORS 443.004/OAR 407-007-0277 Crimes

Public funds may not be used to support, in whole or in part, the employment in any capacity of an individual having contact with a recipient of support services or a resident of a residential facility or an adult foster home, of a mental health or substance abuse treatment provider who has been convicted of the following convictions. ORS 443.004/OAR 407-007-0277 impacts anyone with this type of employment regardless of hire date.

"Mental health or substance abuse treatment provider" in ORS 443.004 means:

- A peer support specialist;
- An employee of a residential treatment facility or a residential treatment home that is licensed under ORS 443.415 to provide treatment for individuals with alcohol or drug dependence;
- An individual who provides treatment or services for persons with substance use disorders; or
- An individual who provides mental health treatment or services (including any type of mental health licensed or certified facility or agency). If the individual has been convicted of any of the crimes listed below (or attempt, conspiracy, or solicitation for any of the crimes) regardless of how long ago the conviction occurred, **THE INDIVIDUAL IS NOT ELIGIBLE FOR THE POSITION.**

ORS 163.095, Aggravated murder

ORS 163.115, Murder

ORS 163.375, Rape I

ORS 163.405, Sodomy I

ORS 163.411, Unlawful sexual penetration I

ORS 163.427, Sexual abuse I

- All mental health or substance abuse treatment providers are subject to ORS 443.004 if public funds are involved in the payment of treatment or services. The Background Check Unit (BCU), serving the Department of Human Services and the Oregon Health Authority does not conduct background checks on programs or facilities which are exclusively licensed or certified as an alcohol & drug provider. If an individual is offered employment as a mental health or substance abuse treatment provider AND the individual is subject to a background check through BCU, submit a background check request. If BCU confirms that the individual has a conviction of one or more of the crimes listed above, BCU will make a determination that of INELIGIBLE DUE TO ORS 443.004. An individual found to be Ineligible Due to ORS 443.004 does not have hearing rights through BCU regarding this determination.

#### Background Check Unit Revised 4/27/2012

Students who do not pass the CHC may not be eligible to complete training at affiliated practicum sites, to sit for certification examinations, or be hired for some professional positions.

#### **DRESS CODE**

The Addiction Counseling Program does not have a specific dress code. Once a student reaches the practicum portion of their education they will need to understand and comply with the dress code for professional attire of the agency that provides their practicum experience.

#### **PROFESSIONAL CONDUCT**

In accepting admission into the AD program the student commits to their professional development and will take responsibility for addressing issues professionally or personally that are relevant to their work as a professional addictions counselor. It is strongly recommended that all students either have had or will pursue counseling for themselves. Conduct in the classroom is reflective of the student's ability to manage themselves in the workplace and said conduct will be included in the instructor's potential evaluation of the student. The student's ability to adhere to the student etiquette rules for each class are considered to be an important part of their professional development. Once students enter practicum they are required and expected to follow the ethical standards published by MHACBO. The MHACBO standards are attached to this document.

Please read the PCC Student Rights and Responsibilities at <http://www.pcc.edu/about/policy/student-rights/>.

While in the program students are asked to fulfill their ethical obligations to our addiction counselor community in the following ways:

1. If the student engages in behavior that violates the conditions upon which they were accepted into the program they will directly inform the Department Chair of what occurred.
2. If a student has direct knowledge that another student has engaged in behavior that violates the conditions upon which they were accepted into the program they will directly inform the Department Chair of what occurred.
3. If a student is aware that they or another student has engaged in discriminatory or hostile behavior based upon another student's race, ethnicity, gender, sexual orientation, religious preferences or any aspect of the student that is protected by affirmative action statutes they will directly inform the Department Chair of what occurred.

The Department Chair will investigate all instances of alleged misconduct or unethical behavior. If necessary the matter will be referred to the Director of Allied Health or the Division Dean for a hearing and determination. Unethical or unprofessional conduct may be cause for dismissal from the program.

**Special Note on Cheating - Small Group Integrity.** *The Addiction Counseling Program has many classes that involve working in small groups. In general, students are encouraged to collaborate and work collectively on projects and skill acquisition processes. While it is impossible to have absolute equality in small group projects it is fairly easy to identify students who are not participating in an equitable manner. Students who assign their names to projects that they did not make a significant contribution to and students who allow such representations to be made are considered to be out of integrity with the expectation of participation and this conduct is considered to be a form of "cheating". Students are responsible to report all such transgressions to their instructors and to refuse to participate in behaviors that result in the loss of small group integrity.*

*Except for assigned small group projects/process students are expected to complete work on an independent basis. This is not to say that consulting with other students is inappropriate, in fact, this is encouraged. What is considered cheating is when one student does not complete their own work but rather bases their completion of an assignment on the work of another current or former student bypassing inclusion of their own contributions. Students who share their work with another student and are aware that the other student is not contributing to the development of understanding but rather*

are simply recording the other students work and turning it in as their own are also guilty of cheating. Cheating is considered a very serious offense and is grounds for dismissal from the program. Please refer to the student code of conduct for specific violations and sanctions and procedures.

### **PROFESSIONAL ASSOCIATION**

**In the State of Oregon** the certification for Addiction Counselors is the Mental Health and Addiction Certification Board of Oregon (MHACBO, [www.MHACBO.com](http://www.MHACBO.com)). MHACBO is responsible for governing and awarding the Certified Addiction Counselor Credential (CADC levels I, II, and III). They also award the Certified Recovery Mentor (CRM) and the Certified Gambling Addiction Counselor (I and II). This is a free standing organization that is not part of the system of state government. In order to enter practicum in the State of Oregon students are required to begin the CADC I application process. The current fee is \$50.00. MHACBO is an affiliate of the National Association of Alcohol & Drug Abuse Counselors, the National Certification Commission and is a Prevention member Board of the International Certification Reciprocity Consortium on Alcohol and other Drug Abuse.

**In the State of Washington** the professional organization for Addiction Counselors is governed by the Washington State Department of Health who awards the Chemical Dependency Professional (CDP) certification. For more information go to:  
<http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/ChemicalDependencyProfessional/FrequentlyAskedQuestions.aspx>

*Important note for Washington certification: Students who plan to pursue the CDP in Washington State will need to take the AD 108 Adolescence and Addiction course to meet the Washington requirements. They will also need to become a Chemical Dependency Professional Trainee in order to enter a practicum placement in the State of Washington. The current fee to be a CDPT is \$110.00*

*Important note on transferability of the CADC to other states. Students who plan to earn their CADC or CDP and then move to a different state need to know that other states may or may not honor the CADC or CDP credential as equivalent. Various states have different requirements and may or may not accept the CADC and/or CDP.*

### **CONFERENCES AND COUNSELING**

The Department Chair is available for conferences concerning student issues and concerns. The Program Advisor is available to help students create and maintain a course of study that helps them efficiently move towards achieving their educational goals.

Course instructors are available for conferences concerning assignments, tests, course content, etc. as described in the course syllabus.

Formal conferences will be scheduled if a student has failed to complete a cohort class prior to the student being able to re-enter the program.

Professionally trained counselors are also available to assist students. Help is available for matters such as learning difficulties and study skills, development and exploration, as well as for family, personal and social problems. Counselors are a good source of information about the college and its programs, community resources, etc. The counseling office at the Cascade Campus is located Student Services Building room 150 and can be reached at 971-722-5271. A referral to a counselor can be made through the program staff if desired.

#### ***JOB PLACEMENT***

Our program is well-known throughout the addiction counseling community and we do receive job listings throughout the year. While we do not actually place graduates, job openings are posted through the college career center and students are notified via e-mail of such opportunities. While we assist students to obtain employment, we cannot guarantee or promise a job to anyone. You may want to contact Tanya Maldonado at 971-722-5290 for assistance in your job search. She is located in Career Exploration Center in the Student Services Building.

#### ***EQUAL OPPORTUNITY***

Portland Community College affirms to right of all individuals to equal opportunity in education and employment without regard to race, color, religion, national origin, sex, age, handicap, marital status or any other extraneous considerations not directly and substantially related to effective performance.

#### ***CERTIFICATION EXAMINATIONS***

Students who successfully complete the Addiction Studies Certificate and/or the Associate of Applied Science in Addiction Counseling will meet the educational requirement for the CADC I and II. In order to meet the full application requirements students must have 1000 hours of work experience. Practicum hours count towards the work experience requirement. Students generally do not leave the AD program with the required work experience hours. AAS students earn 18 credits or 648 hours while Addiction Studies Certificate students earn 9 credits or 324 hours. The usual practice is for students to be hired for a job and have 6 months to a year to acquire the required hours for the CADC I and then sit for the CADC I examination. It takes roughly two years of full time employment to obtain 4000 work experience hours as required for the CADC II.

### ***HEALTH RELATED REQUIREMENTS AND RECOMMENDATIONS***

### **STUDENT HEALTH**

1. Successful student participation in the program requires maintenance of a level of physical and mental health sufficient to complete the program.
2. If there is evidence that a student's mental or physical condition is a contributing factor to substandard achievement in the program, the student shall be counseled to seek help from a private physician or Student Counseling Services. In the course of these procedures, it may be deemed necessary for the student to submit statements from a physician and/or mental health professional pertaining to his/her mental and/or physical abilities to continue in the program. Cases in which a student refuses to seek such assistance or the AD staff feels that the student should not continue in the program will be referred to the Program Manager for final determination.

### **ACCIDENTS AND INJURIES**

Any accident to the student on the campus or at a clinical affiliate must be reported to the Addiction Counseling Program office immediately. While on regularly scheduled clinical rotations, students are covered through the college insurance; any accident is to be reported to the AD office promptly.

Emergency situations may receive treatment through hospital emergency rooms; however, minor treatment should be arranged outside the hospital at clinics, urgency centers, etc. Students should avail themselves of less expensive health care services when possible.

#### **IF A STUDENT IS INVOLVED IN AN ACCIDENT OR INJURY WHILE AT A CLINICAL SITE:**

1. **REPORT THE ACCIDENT OR INJURY IMMEDIATELY.** Inform the on-site supervisor or the acting clinical instructor that you have been involved in an accident or have been injured. This is to be done no matter how insignificant the accident may appear to have been.
2. **THE SUPERVISOR WILL HELP IN DETERMINING IF MEDICAL ATTENTION IS DEEMED NECESSARY AND DIRECT APPROPRIATE ACTION.**
3. **COMPLETE THE REQUIRED FORMS:**
  - a. Complete all forms required of the respective Clinical Affiliate. These forms may be obtained from the on-site supervisor. Return the completed form to the location designated by the Supervisor.
  - b. Complete the PCC Accident Report Form #801 and the PCC MEDICAL INCIDENT REPORT. These forms may be obtained from the Seminar Supervisor. **Return the completed forms to your practicum seminar supervisor or to the Department**

**Manager at PCC within 24 hours of the incident.** The Department Manager will process the papers and complete the required SUPERVISOR'S ACCIDENT INVESTIGATION REPORT.

- c. Sign ALL of the Accident Report Forms.
4. SEEK FOLLOW UP CARE IF THE ACCIDENT HAS RESULTED IN INJURY. Document and report all follow up care.
5. SAVE A COPY OF ALL FORMS. This is for the student's own protection in the event additional care is needed at a later date.

## ***GENERAL EDUCATION***

**Associate of Applied Science Degree or Addiction Studies Certificate.** Please refer to the PCC catalog for complete information on degree requirements and basic competencies. It is strongly recommended that you consult the Program Advisor to ensure you are selecting courses that contribute to your educational goals. Students who intend to transfer to a 4 year degree program would be wise to consider making their general education courses selections with their 4 year degree goal in mind.

### ***GRADUATION PROCEDURES***

1. It is no longer necessary for students to file a petition for graduation. Degree requirements are tracked through the Graduation Office and degrees are automatically awarded.
2. AD graduates will be awarded an Associate of Applied Science Degree in Addiction Counseling and may participate in the Portland Community College graduation ceremonies. Certificate of Completion students will receive their Certificate in Addiction Studies and may also participate in the PCC graduation ceremonies
3. Candidates must maintain a minimum level of performance (no lower than a letter grade of "C" in technical courses) to be eligible for the AAS degree in Addiction Counseling.
4. All candidates for degrees must attend Portland Community College at least two terms and accumulate at least 30 hours of satisfactory work at PCC. The 30 credits must include the last nine hours of the major.



5. All candidates for degrees must demonstrate competency in basic mathematical and writing skills. Comprehensive requirements are listed in the College Catalog. The student must also have 16 credits of general education.

## **GENERAL INFORMATION (see Appendix B for contact info)**

### **LIBRARY**

The Cascade Campus has a library of many materials for the health occupations including reference books, periodicals, tapes and slides. The materials in the Library are subject to that department's circulation policies and procedures. See the college catalog for additional information on media and drop-in centers.

Study areas including small conference rooms for study groups and a typing/computer room are available for student use by reservation.

### **PCC's DISABILITY POLICY**

**ADA POLICY:** *Academic support services for students with disabilities are provided by PCC, dependent upon the nature of the disability and availability of services. Contact the Office for Students with Disabilities (OSD) as soon as possible for information regarding eligibility and deadlines to receive service. The office is very busy; you may have wait time for their services. Cascade campus number is [971-722-5439](tel:971-722-5439). Please discuss accommodations with the instructor at least one week before the midterm, and provide me with a copy of your OSD paperwork at that time*

### **COMPUTER RESOURCE CENTER**

Computer Labs are available to students. The Labs are available when not being used by computer students, however, students must work within posted times. Do not bring software from home; however, word processing software is available in the lab.

### **PHOTOCOPY**

Machines are located in the Library. At the copy machine in the Library, coin operated (\$.10 /copy) or a card can be purchased for \$1.00 for 10 copies or \$5.00 which covers 63 copies.

### **REGISTRATION (TERM BY TERM)**

Students are allowed to register based on the number of credits they have previously taken. Cohort students have space reserved for them in specified cohort classes and they will register themselves for classes. Students who did not complete a cohort class successfully in prior terms, cannot register for the class until give express permission from the Department Chair. Non cohort classes are available on a first come first served basis. Classes fill and students are

highly encouraged to register as soon as possible to insure the maximum possibility of getting their desired courses.

It is highly recommended that all students work with the Program Advisor to determine their course of study.

### **SCHEDULES**

All AD courses are offered once per week. Most are offered in the evenings. On occasion some classes are offered during the afternoons. Please consult the term-by-term schedule of classes to determine when courses are specifically offered for a given term.

Practicum schedules are highly variable and determined by each individual agency. In order to complete the practicum requirement students need to work 12 to 24 hours per week depending upon the number of credit hours they have registered to complete. Each term the student elects to complete 3, 4, 5 or 6 credit hours. AAS seeking student need to complete 18 credits hours of practicum while Certificate seeking students need to complete 9 credit hours. To compute how many hours need to be complete the credits signed up for is multiplied by 36 to give the total number of work hours required from practicum: 3 credit hours/108 clock hours, 4 credit hours/144 clock hours, 5 credit hours/180 clock hours, 6 credit hours/216 clock hours. Each term is 11 to 12 hours so the total number of required clock hours divided by the length of the term will give the student an approximation of how many hours they need to work per week at practicum. Using an 11 week term as an example: 3 credits/10 hours per week, 4 credits/13 hours per week, 5 credits/16 hours per week, 6 credits/20 hours per week.

### **STUDENT RECORDS**

The PCC district shall follow all applicable state and federal laws, rules and regulations which apply to student records. All information contained in the college records which is personally identifiable to any student shall be kept confidential and not released except upon the lawful subpoena or other order of a court of competent jurisdiction.

Portland Community College may publish "directory information" as a part of the operation of departments internal to the college without student's written consent. Such information may include name, address, class standing, date of attendance, major, date and type of degree and degrees and awards received.

A student may direct in writing that such directory information be kept confidential. This option may be exercised by filing a written, dated and signed request at the Registration office prior to the closing of registration during the term of the academic year in which the student first enrolls.

### **GRIEVANCE PROCEDURES**

It is recognized that a process for the resolution of student complaints is necessary. Details of the PCC Student Rights and Responsibilities Handbook, the Student Code of Conduct and the grievance procedure are available on the college website at [www.pcc.edu](http://www.pcc.edu)

#### ***SPECIAL ACCOMMODATIONS***

Students with special learning or physical needs requiring special accommodations must contact the Disability Services. Disability Services offers a variety of supportive services. Their telephone number is 971-722-5271. Tape recorders are welcome for all students during lectures.

#### ***WITHDRAWALS***

1. **Program Withdrawals:** Students are asked to inform the Program Advisor if they are planning to withdraw from the program. Students are also asked to change their major from AD in order to allow the department to maintain accurate records of the student population. Once a student withdraws from the program or they have not taken a class for at least one year the student will need to reapply if they wish to re-enter the program. If the student is accepted into the program after a year or longer absence they will be governed by the current PCC catalog that is enforce at the time of their readmission.

**Class Withdrawals:** Students who do not appear for the first class period will be dropped from that class unless they have made previous arrangements with the instructor. Students who decide during the term that they need to withdraw from a class have sole responsibility for that decision and must withdraw themselves from the class within the published time lines.

## **APPENDIX A – OREGON CERTIFICATION - MHACBO**

### **CERTIFIED ALCOHOL DRUG COUNSELOR I**

#### **CADC I™ - Associate Proficiency Level**

The CADC I requires education, supervised experience hours and successful completion of a written examination. The CADC I does not require an Associate's Degree. The combination of education, supervised experience hours and examination approximate the Associate Proficiency Level as outlined in the Academic Proficiency Levels (CSAT, NFATTC, 1999).

- 150 Alcohol & Drug Education Hours
  - All education hours must be accredited or approved by a recognized/approved accreditation body. Education hours must include the topical areas of:
    - Basic Counseling Skills
    - Group Counseling Skills
    - Alcohol & Drugs of Abuse Pharmacology
    - HIV/AIDS Risk Assessment & Risk Reduction
    - Counseling Ethics
- 1,000 Supervised Experience Hours in the Addiction Counselor Competencies
  - Must meet OAR 415/ISSR standards for Clinical Supervisor Qualifications in Addiction Treatment and must possess advanced addiction counselor certification. Accepted credentials include CADC II, CADC III, MAC, NCAC II, CDS II, CDS III, C-CATODSW, CDP or other state's advanced addiction counselor addiction counseling certifications utilizing professional psychometric examinations.
- Letter of Verification
  - Verifying a minimum of 2 years of sobriety time for those who are recovering from chemical dependence.
- Ethics Agreement
  - (signed and dated)
- NCAC I National Certification Exam
  - Passing score on the NCAC I professional psychometric national certification examination from the National Association of Addiction Abuse Counselors

Graduate degreed licensed mental health professionals can also access certification directly through NAADAC or its sister organization NBCC (National Board of Certified Counselors).

### **CERTIFIED ALCOHOL DRUG COUNSELOR II**

#### **CADC II™ - Baccalaureate Proficiency Level**

- A Minimum of a B.A./B.S. Degree (or equivalency- a minimum of an AA degree, and a combination of academic courses with specialized training in the Addiction Counseling Competencies commensurate with baccalaureate degree credit/hour requirements) with a minimum of 300 Alcohol & Drug Education Hours

All education hours must be accredited or approved by a recognized/approved accreditation body. Education hours must include the topical areas of:

- Basic Counseling Skills
  - Group Counseling Skills
  - Alcohol & Drugs of Abuse Pharmacology
  - HIV/AIDS Risk Assessment & Risk Reduction
  - Counseling Ethics
  - Counseling Diverse Populations
  - Clinical Evaluation ASAM (American Society of Addiction Medicine Patient Placement Criteria 2 and DSM Substance Abuse Disorders)
  - Coexisting Disorders, or Multiple Diagnosis, or Dual Diagnosis, etc.
- 4,000 Supervised Experience Hours in the Addiction Counselor Competencies
    - Must meet OAR 415/ISSR standards for Clinical Supervisor Qualifications in Addiction Treatment and must possess advanced addiction counselor certification. Accepted credentials include CADC II, CADC III, MAC, NCAC II, CDS II, CDS III, C-CATODSW, CDP or other state's advanced addiction counselor addiction counseling certifications utilizing professional psychometric examinations.
  - Letter of Verification
    - Verifying a minimum of 3 years of sobriety time for those who are recovering from chemical dependence.
  - Ethics Agreement
    - (signed and dated)
  - NCAC II National Certification Exam

Passing score on the NCAC II professional psychometric national certification examination from the National Association of Addiction Abuse Counselors

- NAADAC Case Presentation Examination

Once candidates have passed the NCAC II Written Examination, the counselor will be granted CADC I certification along with instruction on how to prepare a case and complete the Case Presentation Exam. Upon successfully completing the Case Presentation Exam, the counselor will be granted full CADC II certification.

>Graduate degreed licensed mental health professionals can also access certification directly through NAADAC or its sister organization NBCC (National Board of Certified Counselors).

### **CERTIFIED ALCOHOL DRUG COUNSELOR III**

#### **CADC III™ - Graduate Proficiency Level**

*MHACBO is an affiliate of the National Association of Alcohol & Drug Abuse Counselors, the National Certification Commission and is a Prevention member Board of the International Certification Reciprocity Consortium on Alcohol and other Drug Abuse*

- A Minimum of a Master's Degree with a minimum of 300 Alcohol & Drug Education Hours

All education hours must be accredited or approved by a recognized/approved accreditation body/state licensure. Education hours must include the topical areas of:

- Basic Counseling Skills
- Group Counseling Skills
- Alcohol & Drugs of Abuse Pharmacology
- HIV/AIDS Risk Assessment & Risk Reduction
- Counseling Ethics
- Counseling Diverse Populations
- Clinical Evaluation ASAM (American Society of Addiction Medicine Patient Placement Criteria 2 and DSM Substance Abuse Disorders)
- Coexisting Disorders, Multiple Diagnosis, or Dual Diagnosis, etc.
- Theories of Addiction Tx, or Addiction Tx Best Practices, or Science-based Addiction Tx Approaches, etc.

- 6,000 Supervised Experience Hours in the Addiction Counselor Competencies

Must meet OAR 415/ISSR standards for Clinical Supervisor Qualifications in Addiction Treatment and must possess advanced addiction counselor certification. Accepted credentials include CADC II, CADC III, MAC, NCAC II, CDS II, CDS III, C-CATODSW, CDP or other state's advanced addiction counselor addiction counseling certifications utilizing professional psychometric examinations.

- Letter of Alcohol & Drug Free Verification

Verifying a minimum of 3 years of sobriety time for those who are recovering from chemical dependence.

- Ethics Agreement

*(signed and dated)*

- MAC National Certification Exam

Passing score on the MAC professional psychometric national certification examination from the National Association of Addiction Abuse Counselors

- NAADAC Case Presentation Examination

Once candidates have passed the MAC written Examination, the counselor will be granted CADC I certification along with instruction on how to prepare a case and complete the Case Presentation Exam. Upon successfully completing the Case Presentation Exam, the counselor will be granted full CADC III certification.

*Graduate degreed licensed mental health professionals can also access certification directly through NAADAC or its sister organization NBCC (National Board of Certified Counselors).*

## APPENDIX B – Important contact information

### PORTLAND COMMUNITY COLLEGE CASCADE CAMPUS RESOURCES

#### Academic Advising

General advising: SSB 150-----971.722.5271-----<http://www.pcc.edu/resources/advising/>  
AD program advising: Karen Henry, TEB 104-----971.722.5427-----[khenry@pcc.edu](mailto:khenry@pcc.edu)  
Track progress toward your degree with GRAD plan-----<http://www.pcc.edu/resources/advising/grad-plan/>

#### Career Resource Center

Career Counseling: SSB 104-----971.722.5600  
-----<http://www.pcc.edu/resources/careers/resource-centers/location-hours.html>  
Employment: SSB 104-----971.722.5600-----[www.pcc.edu/resources/careers/students-grads/](http://www.pcc.edu/resources/careers/students-grads/)

#### Financial Aid

Financial Aid-----971-722-8888, opt. 4  
General Information-----<http://www.pcc.edu/enroll/paying-for-college/financial-aid/>  
Scholarships-----<http://www.pcc.edu/enroll/paying-for-college/scholarships/>

#### Counseling

Counseling (free): SS 150-----971.722.5271-----[www.pcc.edu/resources/counseling/](http://www.pcc.edu/resources/counseling/)

#### Computer Labs

Cascade Computer Resource Center: TEB 125--971.722.5440-----<http://www.pcc.edu/resources/computer-labs/cascade/>  
Computer help desk (online classes)-----971.722.8222-----[shd@pcc.edu](mailto:shd@pcc.edu)  
Library-----971.722.5322-----<http://www.pcc.edu/library/>

#### Learning Center (Tutoring –Writing/Reading/Computers and Sciences/ Math and Statistics)

Cascade Campus Learning Center TH 123-----971.722.5455-----<http://www.pcc.edu/resources/tutoring/cascade/>

#### Writing Center

Cascade Writing Center: TH 220-----971.722.5263-----<http://www.pcc.edu/resources/writing/>

#### Disability Services

Cascade Disability Services: SSB 150-----971.722.5276-----<http://www.pcc.edu/resources/disability/>

#### Women's Resource Center

Cascade WRC: SU 301-----971.722.5249-----<http://www.pcc.edu/resources/women/>

#### Veteran's Resource Center

Cascade VRC: SSB 201-----971.722.5459-----[http://www.pcc.edu/resources/asppc/cascade/VRC\\_CA.html](http://www.pcc.edu/resources/asppc/cascade/VRC_CA.html)

#### Child Care

SU 104-----971.722.5575-----<http://www.pcc.edu/resources/child-care/>

#### TRIO Program – Support for low income, first generation and students with disabilities

Cascade TRIO: SSB 301-----971.722.5752-----<http://www.pcc.edu/resources/roots/>



**Panther Tracks – Guides to student success**

<http://www.pcc.edu/resources/panther-tracks/>

**Margaret Carter Skill Center**

TEB 124-----971.722.5450----- <http://www.pcc.edu/career/skill-center/index.html>

**Phi Theta Kappa – Honor Society**

SU 208-----971.722.5188----- <http://www.pcc.edu/resources/phi-theta-kappa/>

**ASPC - Associated Students of PCC - student leadership, activities and clubs**

SU 2<sup>nd</sup> floor -----971.722.5188----- [www.pcc.edu/resources/aspc/cascade](http://www.pcc.edu/resources/aspc/cascade)

**Shuttle – Free transportation between campuses**

<http://www.pcc.edu/resources/parking/shuttle/>

**Bike Program – Get your bike fixed or borrow one!**

SU 1<sup>st</sup> floor information desk -----971.722.5379- <http://www.pcc.edu/resources/aspc/cascade/BikeProgram.html>

**Multicultural Center**

SU 302-----971.722.5795----- <http://www.pcc.edu/resources/culture/cascade>

**Queer Resource Center**

SU 212-----971-722-5702 ----- <http://www.pcc.edu/resources/qrc/cascade/>

## APPENDIX C – Credit for Prior Learning Practicum Option

As a service to students, starting in Fall Term 2016, the Addiction Counseling Program now has the option to award credit for Practicum (AD 270A) for AD students who have worked or are currently working in the Addiction Counseling field in a position that meets the requirements for work experience as described by the Mental health and Addiction Certification Board of Oregon (MHACBO) for the CADC I application including being supervised by a CADC II or CADC III.

Students should be aware that getting an MHACBO work experience approved position in the addiction counseling field without having already completed Practicum is very challenging. Students should plan for and expect to complete Practicum in order to be employable. For those students who are an exception and are able to gain MHACBO work experience approved positions in the field without having already completed Practicum, Credit for Prior Learning (CPL) is now an option.

In order to be eligible to receive CPL, follow the steps below:

1. Individuals who complete requirements for work experience as described by the Mental health and Addiction Certification Board of Oregon (MHACBO) for the CADC I application, and submit documentation from MHACBO that demonstrates those hours have been accepted for application to the CADC I or II, can apply for Credit for Prior Learning (CPL) for AD 270 A Practicum. Credits must be submitted in increments of 108 hours (3 credits), 144 hours (4 credits), 180 hours (5 credits) or 216 hours (6 credits).
2. Individuals requesting CPL credit must be enrolled at PCC and have an established transcript.
3. Individuals requesting CPL credit for the Addiction Studies Certificate and/or AAS Degree must schedule an appointment with Jonny Gieber, Faculty in Addiction Counseling Program (503.740.9478) and have the following documents to submit:
  - a. A copy of the MHACBO Checkoff List that contains the number of accepted hours that is signed and dated by MHACBO (page 5 here [http://MHACBO.com/general\\_images/pdf\\_files/cadc2016app\(fillable\).pdf](http://MHACBO.com/general_images/pdf_files/cadc2016app(fillable).pdf))
  - b. A copy of a completed Non-Traditional Credit Request Form (<http://www.pcc.edu/resources/graduation/documents/request-non-trad-credit.pdf>)
4. The Department Chair will retain a copy of submitted documentation per #3.
5. The Student will submit the signed form(s) to the business office and will be responsible for the \$10 per form fee.

CPL will not be available for Practicum Seminar (AD 270 B). Students must schedule an appointment with Jonny Gieber, Faculty in the Addiction Counseling Program, to discuss the most appropriate way to address the AD 270 B requirement. One of three solutions will be made available:

1. The student attends AD 270 B.
2. The student challenges AD 270 B (and will earn a C grade.)
3. AD 270 B is substituted with another class (if possible.)

Students planning to complete Practicum (AD 270A) through CPL have two options to complete Practicum Preparation (AD 278):

1. The student attends AD 278
2. AD 278 is substituted with another class (if possible.)

Students planning to complete Practicum by taking AD 270A must take AD 278 prior to starting Practicum.