

## Alcohol and Drug Counseling Certificate

Thank you for your interest in the Alcohol and Drug Counseling Certificate.

To apply for the program please complete the attached application and the informed consent. The application requires the attachment of two essays and a signed copy of the informed consent. Both essays are described on the application.

- **Completed applications are to be sent to [acc@lmu.edu](mailto:acc@lmu.edu). Forms can be:**
- **Scanned and attached to an email, or**
- **Faxed to 310-338-2706, or**
- **Dropped off at the LMU Extension Office. Office hours are 8:00 am to 5:00 pm.**

General Information about the program can be found at: <http://extension.lmu.edu/acc>. **To be added to the email distribution for information releases about workshops and course enrollment please send an email to [acc@lmu.edu](mailto:acc@lmu.edu).**

Free workshops about "Being an Addictions Counselor" are offered during the month prior to the start of each semester. Included in the workshop is information about the program offered through LMU Extension. As dates for the workshop are scheduled they are posted on the website.

Tuition assistance for the Alcohol and Drug Counseling Certificate is available. The person to speak to about tuition assistance is Pat Ranftl. Pat's email address is [pranftl@lmu.edu](mailto:pranftl@lmu.edu) and her direct phone number is 310-338-1974. Here are possibilities:

- One is the Thomas P. Pike Alcohol Studies Scholarship, which provides partial tuition assistance based on financial need. An application for tuition assistance can be obtained by going to the "Is tuition assistance available?" section of the <http://extension.lmu.edu/acc> webpage and downloading an application. The tuition assistance application should be completed and returned to Pat Ranftl. Forms can be scanned and attached to an email or be faxed to 310-338-2706. Information about the Thomas P. Pike Alcohol Studies Scholarship can be viewed at: <http://academics.lmu.edu/extension/programs/tuitionassistance/pike/>
- The other assistance possibility is through the Workforce Investment Act. The Workforce Investment Act (WIA) is a federally funded training and job program provides workforce investment activities through statewide and local systems. Authorized workforce investment activities provided at the local level benefit job seekers, dislocated workers, youth, foster care participants, incumbent workers, new entrants to the workforce, veterans, persons with disabilities, and employers. Information about can be viewed at: <http://academics.lmu.edu/extension/programs/workforceinvestmentact/about/>.
- In addition we work with other resources that may selectively have limited resources to assist you with your tuition.

***Please contact Fay Craton at 310-338-2812 to obtain answers to questions you may have about the program.***

# Loyola Marymount University Extension

## Application for the Alcohol and Drug Certificate Program

<http://extension.lmu.edu/acc>

310-338-2812

acc@lmu.edu

ALL INFORMATION ON APPLICATION WILL BE KEPT CONFIDENTIAL.

Last Name:

FirstName:

Middle Initial:

Address:

City:

State/Zip:

Day Phone:

Evening Phone:

Birthdate:

Email:

M/F:

SS# (Optional):

Prior Education	Schools Attended and Address of School	Years Completed	Major	Name of Degree Earned
High School or G.E.D.				
Undergrad				
Undergrad				
Graduate				

	Yes	No
Are you able to read and write in English to a high school graduate level?		
Are you planning on becoming a Certified Alcohol and Drug Counselor?		
Have you <i>never</i> abused alcohol and/or a substance?		
Have you abused alcohol and/or another substance?		
Do you have a personal history of alcohol and/or substance abuse and do you have at least six months sobriety?		
Do you have a personal history of a <i>different form of addiction</i> and do you have at least six months in remission from the addiction?		

Please attach the following three documents:

- 1 - Essay 1: Typed statement briefly describing the scope of your prior exposure to substance abuse and any other form of addiction. **This statement should be between 50 and 100 words.**
- 2 - Essay 2: Typed statement describing why you want to be in this program and how you anticipate using the knowledge learned in this program. **This statement should be between 750 and 1000 words.**
- 3 - A signed copy of the Program Informed Consent and Release of Liability.

*How did you hear about the Alcohol and Drug Counseling Certificate offered by LMU Extension?*

I attest that the information on this application is correct:

Applicant's Signature:

Date :

## LMU Extension

### Program Informed Consent and Release of Liability

Students enrolled in the Alcohol and Drug Counseling Certificate are expected to consider their physical and mental health when deciding whether or not to participate in the program. Some required courses, such as "Group Counseling Techniques," may provide an introduction to the dynamics of group interaction. Student's personal experience may be emphasized as the group studies itself under supervision.

The Alcohol and Drug Counseling Certificate classes are designed to give you a rich experience of interpersonal learning. No class is intended to be psychotherapy, but rather a process wherein you determine the extent of your own disclosure. Full participation in class work will enhance your learning experience, but you will not be penalized if you choose to limit your degree of participation.

*If at any time while participating in the Alcohol and Drug Counseling Certificate classes a student reveals intent to do harm to self or others any implied or not implied confidentiality agreements must be breached to protect those in danger. This requirement is important for creating a safe environment for all students.*

**Release of Liability:** In full understanding of the above informed consent clause, I hereby release LMU, its administrators, faculty, trustees, officers, employees, volunteers, and agents, as well as the LMU Extension Program and the instructors of the Alcohol and Drug Counseling Certificate program, (all of whom, together with LMU, are referred to herein as "Releasees") from, and agree not to sue Releasees for, any claims arising from, or in connection with, any physical, emotional or mental injury that I may suffer from any cause whatsoever as a result of my participation in any other published course within the Alcohol and Drug Counseling Certificate and LMU Extension Programs.

Please print participant/student's name: \_\_\_\_\_

Signature of participant/student: \_\_\_\_\_

Date: of signature: \_\_\_\_\_