

Tarzana Treatment Centers College (TTCC)

Substance Use Disorder Counseling Certificate Program

Online & Hybrid Courses

CATALOG 2022

Main Campus

6022 Variel Avenue, Woodland Hills, CA 91367

TTCC@Tarzanatc.org

www.TTCCollege.org

818-654-3955

Business Hours

8:00 AM – 4:00 PM Monday – Friday

Catalog Effective Dates

This catalog is in effect as of January 1, 2022. This catalog, as written, covers the TTCC Academic School Year of January 1, 2022 – December 31, 2022. TTCC reserves the right to amend this document at any time.

As a prospective student at TTCC, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

KEY STAFF AND FACULTY

Albert M. Senella, President & CEO

Jose C. Salazar, Dr.PH., Vice President

James B. Golden, Psy.D., Chief Academic Officer

Haben Berhe, Dean of Student Affairs

Rhonda L. Petrini, Ed.D, Dean of Academics



TTCC



Table of Contents

ABOUT US	5	SUD 107 – Supervised Practicum (45 hours)	9
ACCREDITATIONS	5	SUD 108 – Supervised Field Work Practicum [Internship] (255 hours)	9
OUR OBJECTIVES	6	STUDENT SERVICES	11
CAREER OPPORTUNITIES	6	Administration Services	11
OUR MISSION	6	Student Interaction	11
OUR VISION	6	Faculty & Administrative Advisors	11
OUR CORE VALUES	6	Housing	11
SUD COUNSELING CERTIFICATE PROGRAM	7	Visas	12
ADMISSIONS INFORMATION	7	English Language Instruction	12
COURSES	8	Health Services	12
SUD 101 – Introduction to Addiction Theory and Practice (48 Hours)	8	Tutoring Services	12
SUD 102 – Physiology and Pharmacology of Alcohol and Other Substances (45 Hours)	8	Placement Services	12
SUD 104 – Case Management and Patient Navigation (52 Hours)	8	Distance Learning	13
SUD 105 – Individual, Group, and Family Counseling (48 Hours)	9	MEET THE TEAM	14
SUD 106 – Personal Growth and Professionalism (46 hours)	9	STUDENT ACHIEVEMENT	26
		State Certification Procedure	26
		Student Integrity & Civility	27
		Anti-Racism Policy	27
		Attendance Policy	28
		Grading Standard	28
		Probation and Dismissal Policy	29



Leave of Absence Policy	29
Code of Conduct	29
OUR FACILITY	31
OUR LIBRARY	31
TUITION, FEES, AND FINANCIAL PLANS	32
Tuition	32
Fees	32
Financial Plans	33
Student Loans	33
WITHDRAWALS	34
REFUNDS	34
STUDENT RIGHTS & DISCLOSURES	35
Student Tuition Recovery Fund	35
Grievances	37
Complaints	37
Student Records	37
Transcripts	38
Transfer of Credits Policy	38
Experiential Credit and Challenge Examinations	39



About Us

Tarzana Treatment Centers College (TTCC) is the learning and development division of Tarzana Treatment Centers, Inc. Tarzana Treatment Centers, Inc. is a full-service integrated healthcare organization that provides high quality, cost-effective substance abuse and mental health treatment to adults and youth. We are a non-profit, community-based organization that operates a psychiatric hospital, residential and outpatient alcohol and drug treatment centers and family medical clinics. All facilities are licensed and certified by the State of California and the County of Los Angeles and are accredited by The Joint Commission. Since our founding in 1972, we have provided a comprehensive continuum of healthcare services.

Throughout its history, TTC has maintained focus on two primary goals: improving the quality of care provided to patients and expanding the number of patients who receive that care. Pursuit of these goals requires consistent attention to effectiveness of patient care combined with removal of barriers to accessing services, broadening of services to enable comprehensive care, and providing staff with the infrastructure needed to provide excellent care.

These aims require a commitment to leadership, patient advocacy, and innovation. The result of focus on these priorities has made TTC one of California's largest providers of Integrated Healthcare.

TTCC was developed in 2019 and launched in 2020 by the organization's Department of Program Development to provide exemplary education, certifications, and training to TTC employees, prospective employees, and local

Substance Use and other healthcare practitioners.

Accreditations

TTCC is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in Chapter 8 of the California Education Code, Title 3, Division 10, Part 59. *BPPE Required Statement:* TTCC does not have any pending petitions in bankruptcy under the United States Bankruptcy Code. (11 U.S.C. Sec. 1101 et seq.)

Any questions a student may have regarding this catalogue that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897

State Accreditations

Tarzana Treatment Centers College Substance Use Disorder (SUD) Certification Program is an approved school for in-classroom and online instruction through the California Consortium of Addiction Programs and Professionals (CCAPP), California Association for Drug/Alcohol Educators (CAADE), and California Association of DUI Treatment Programs (CADTP).



Our Objectives

Objective I: Provide progressive learning programs that engage students in strong academics

Objective II: Utilize cutting-edge technology to support instruction and encourage strong learning outcomes

Objective III: Employ strong instructional design practice to achieve alignment in learning outcomes, instruction, assessment and evaluation

Objective IV: Promote self-assessment and peer-evaluation to achieve content theory mastery and support student praxis

Career Opportunities

SUD counseling students hone a comprehensive understanding of the addiction process and how to use best-practices to lead people to healthier lives. The SUD Counseling Certificate prepares students for a career as a Substance Use Counselor, Technician, Navigator, Case Manager, and/or Educator. The field of Addiction Treatment is open with opportunity for professionals who are certified addictions counselors. The Bureau of Labor Statistics projects that jobs for substance abuse counselors should grow by 23% through 2026. TTC is home to many employment opportunities for people looking to advance their careers in SUD treatment.

Our Mission

The mission of Tarzana Treatment Centers College (TTCC) is to expand access to a quality and affordable healthcare learning experience for adults in all stages of their professional career and development. As part of this mission, we implement academic courses and student activities with an emphasis on the delivery of quality integrated healthcare services based on evidence-based practices, patient centered care, and reducing total cost of care.

Our Vision

TTCC believes that a progressive education empowers and results in exemplary healthcare professionals committed to addressing the healthcare needs of their community.

Our Core Values

TTCC is committed to incorporating and promoting the following values to our stakeholders:

Innovation | Excellence | Integrity |
Community | Intersectionality



SUD Counseling Certificate Program

The Substance Use Disorder (SUD) Counseling Certificate Program at TTCC offers students the educational component and preparation needed for employment in the addiction counseling field. After completing this certification program, students are eligible to apply for one of three California State recognized professional credentials—California Consortium of Addiction Programs and Professionals (CCAPP), California Association for Drug/Alcohol Educators (CAADE), or California Association of DUI Treatment Programs (CADTP). Additional testing and/or field practicum hours may be required; however, a TTCC education provides the full educational requirement to gain a full addictions certificate.

Tarzana Treatment Centers, Inc. is a nationally recognized organization that provides integrated healthcare to individuals throughout the Greater Los Angeles Area. With dozens of locations around Los Angeles, TTCC offers internships and field-placement practicum hours at many of our locations. TTCC students will additionally have access to training opportunities, subject-matter experts, professional mentors, and guidance through one of California’s most recognized integrated healthcare organizations.

The SUD Counseling Certificate program at TTCC is perfect for working professionals and individuals looking to change careers to support people in need as a SUD treatment professional. This program is meant to support the careers of Substance Abuse and Behavioral Disorder Counselors (Labor Code 21-1011.00). However, TTCC programs are not designed to lead to specific positions in a particular profession, occupation, trade or career field requiring licensure.

Admissions Information

Substance Use Disorder Counseling Certificate

Admission into the Substance Use Disorder (SUD) Counseling Certificate Program requires a High School Diploma or General Education Development (GED) equivalent and a student interview. Students are required to submit a Student Enrollment Agreement and Registration Fee in order to process admission. The TTCC SUD Certification program contains 8 courses, including two Practicum courses. TTCC’s SUD 101-107 are primarily online courses with 1-2 in-



class meetings per month. SUD 108 combines internship hours with TTCC professor sign-off. SUD 101-107 are designed to be finished within a 6-month period, with additional time offered as needed to complete SUD 108. The requirements for the Substance Use Disorder Counseling Certificate include successful completion of all 8 SUD core courses (315 hours) including 255 practicum hours and passing the Addiction Counselor Exam (ACE) administered by TTCC. All coursework must be completed with a 75% - C or higher and 255 hours of practicum must be complete to receive graduation packet and final transcripts.

TTCC does not currently have any transfer or articulation agreements with any other colleges or universities. TTCC does not currently accept transfer credits from other institutions or provide challenge examinations or achievement tests in lieu of TTCC specific coursework.

Courses

SUD 101 – Introduction to Addiction Theory and Practice (48 Hours)

This course provides an understanding of addiction the addictive process, barriers to care, and an overview of common treatment modalities. It includes a glimpse into how substance use affects specific populations including: various gender identities and sexual orientations, people of color, people with disabilities, older adults, youth and differing socioeconomic and sociocultural backgrounds. This course includes understanding the Minnesota Model, the Twelve-Step experience, and multicultural counseling strategies.

SUD 102 – Physiology and Pharmacology of Alcohol and Other Substances (45 Hours)

This course provides an overview of the physiological, psychological and behavioral effects of drug and alcohol addiction. It will discuss the pharmacology of drug, alcohol,

and other psychotropic mind-altering drugs. This course provides scientific approaches to understand the detoxification process, clinical assessments, and medications for addiction treatment.

SUD 103 – Law and Ethics (52 Hours)

This course is designed to provide students with ethical and legal considerations related to addiction counseling in the state of California. It includes confidentiality requirements, HIPPA, and reporting requirements. The course largely covers laws relating to alcohol and drug use.

SUD 104 – Case Management and Patient Navigation (52 Hours)

This course is designed to provide students with full competency in the twelve core functions of patient case management from screening to discharge. It includes an exploration of treatment planning and intake documentation for addictions professionals. It includes methods to create



motivation for change in SUD treatment, relapse prevention, referral services, and a dive into co-occurring disorders. Students will engage in learning important pieces of writing in addiction treatment, including record-keeping, reports, and case notes.

SUD 105 – Individual, Group, and Family Counseling (48 Hours)

This course is designed to provide students with fundamental individual and group counseling skills through the employment of evidence-based practices in addiction treatment, including motivational interviewing and cognitive behavioral therapy. This course offers guidelines and techniques to work with families and explores the educational psychology of brain-compatible learning. Students will get the opportunity to practice counseling sessions in various formats.

SUD 106 – Personal Growth and Professionalism (46 hours)

This course is designed to provide students with tools to assess their own professional and personal growth related to the fields of addiction and mental health. It includes a review of the needs for professional growth and the means to maintain a standard of excellence. This course investigates methods of self-care, professional development, professional organizations for addictions professionals, and career planning.

SUD 107 – Supervised Practicum (45 hours)

This course is designed to provide students with closely supervised work experience in a community clinical setting. It is used to assess clinical competency in assessments, treatment planning, group facilitation, record-keeping, and general agency procedures. Students work with an instructor to complete a capstone project which synthesizes the learning from previous courses and the field work practicum internship in a clinical setting.

SUD 108 – Supervised Field Work Practicum [Internship] (255 hours)

This course is designed to provide students with clinical hours needed to work toward state certification. It provides internship hours with licensed professionals in a treatment setting, which may be at Tarzana Treatment Centers, Inc. or another community-based treatment center. The course will help students prepare for state certification an employment by reviewing Technical Assistance Publication (TAP) 21 addiction counseling competency guidelines. Students may complete SUD 108 congruently with other coursework.



TTCC



Student Services

Administration Services

TTCC's Administration Services Department is accessible to provide students with individualized academic support including but not limited to tutoring, mentorship, admissions, credit evaluation, course registration, official and unofficial transcripts, and technology support. TTCC staff are cross trained to provide or direct students to these services, which are readily available by contacting the school headquarters at TTCC@Tarzanatc.org.

Student Interaction

TTCC encourages students to have peaceful interactions with each other throughout the entirety of their educational program. Students are also encouraged to work collaboratively with each other, allowing the core values of TTCC to guide their behavior. Students are encouraged to work together to further content knowledge building in real time via online opportunities or by scheduling time to collaborate at our campus headquarters or satellite campuses. Students are free to meet with peers outside of TTCC headquarters to collaborate on school assignments/projects. TTCC advocates for students to participate and engage with peers in TTCC sponsored events. Students are encouraged to reach out to a school official to schedule a meeting room.

Faculty & Administrative Advisors

Students are offered the opportunity to be guided by working professionals throughout the entirety of their academic program. Each instructor can advise students independently to lead to mastery of content and academics. Students are expected to communicate with instructors for greater advisement and guidance in their studies. Students can also be guided by a TTCC Administrator to develop skills and tools to better ensure they succeed in their academic program. Students may reach out to a school official to set an advisement appointment with a TTCC administrator or with the Chief Academic Officer for personal development/career guidance by emailing TTCC@Tarzanatc.org.

Housing

TTCC is a non-residential program, as such, we do not aid in finding student housing. The availability of housing located near institutional facilities is the sole responsibility of the student. TTCC does not provide dormitory facilities. For students looking for housing, we suggest contacting a local realtor. Housing is located reasonably near the facilities and has an approximate range of \$1500-\$2500 monthly.



Visas

TTCC does not provide visa services and will not issue the Form 1-20 needed to apply for a student visa. TTCC will provide students with enrollment documents and transcripts but will not advocate for student status. No fees or charges associated with student visas (including but not limited to SEVIS I-901 fees) will be assessed to, collected from, or transmitted for or on behalf of TTCC students.

English Language Instruction

All courses are taught in English Only. As such, students should be fluent in English as required by the High School Diploma or GED. English Language Services and ESL are not included in education at TTCC.

Health Services

TTCC does not offer on-campus health services. However, students are encouraged to visit one of Tarzana Treatment Centers, Inc.'s Primary Care facilities if they don't have access to general healthcare and/or a primary medical care provider.

Student Mental Health

TTCC understands that certain courses and assignments may at times initiate previous or existing mental health issues for students. In the event, a student is triggered during the course of a class, we encourage students to reach out to a TTCC administrator by emailing TTCC@tarzanatc.org to discuss accommodations and other options. If a student is an employee of our parent company, Tarzana Treatment Centers, Inc, TTCC will refer them to services at one of our many affiliate partner mental health organizations. If a student is not an employee of Tarzana Treatment Centers, Inc, we can make a referral to a TTC outpatient services facility in Los Angeles County.

Tutoring Services

TTCC offers all students in-person and virtual tutoring services as requested. TTCC encourages students to create study groups with peers, TTCC tutors, and instructors. Instructors and official TTCC tutoring hours are available on Calendly. One-on-one sessions and group sessions with instructors or TTCC tutors are available upon request both online and in-person. To access tutoring services, students should email TTCC@Tarzanatc.org.

Placement Services

TTCC does not offer formal placement services for post-educational program hours (outside of the 255-hour practicum), however, we do have opportunities to access internship work through one of our Tarzana Treatment Centers, Inc. facilities. While not a guarantee that this program



will lead to employment in any occupation or career, TTCC students are able to work with school personnel and instructors to identify organizations for placement.

Distance Learning

TTCC is designed to be completed primarily online. Distance learning is an instructional methodology that allows students to learn from locations outside of a physical base setting using devices that support internet access. Students' complete coursework via computer software and participate in virtual activities or upload documents to the Moodle platform. Students are provided with all course tools at least one week prior to the start of each course. All student lessons, projects, and assignments will receive a response or evaluation within five (5) days of TTCC's receipt.

In distance learning, it is important for students to allocate the appropriate amount of time to support successful comprehension of course content. Students should plan to allocate a minimum of ten hours per week to complete a course.

TTCC



Meet the Team

Administrators

Albert M. Senella, President & CEO

President and Chief Executive Officer, for over 25 years, Albert M. Senella has guided a progressive range of integrated behavioral healthcare services at Tarzana Treatment Centers, Inc. (TTC). In this capacity, he has developed a range of drug/alcohol treatment and integrated health, mental health, and primary care services responsive to the needs of uninsured, low-income Los Angeles County residents as well as persons with private resources. In response to the growing HIV epidemic, these services were interwoven with comprehensive HIV prevention, intervention, and treatment services; creating a nationally recognized model of HIV services for drug users. Under Mr. Senella's leadership, TTC's services have more recently expanded to include five family primary care clinics (three in the San Fernando Valley and two in the Antelope Valley), and case management and treatment programs tailored specifically for homeless, prison parolees, and those impacted by mental health. Mr. Senella has primary oversight of the agency's budget comprised of government and private funding. As President of the California Association of Alcohol and Drug Program Executives (CAADPE), California's largest and most diverse association, Mr. Senella is an active member of many state and local advisory bodies. Most recently, his advocacy has served to assist State legislators, policymakers, and other leaders to recognize the contribution and potential of behavioral healthcare and drug/alcohol treatment agencies in major new initiatives such as Welfare and Healthcare Reform.

Silvia Cadena, Chief Financial Officer

Silvia Cadena, CPA, has worked for Tarzana Treatment Centers since 1979. She oversees the spending and management of funds on a daily basis, ensuring that these funds are spent in accordance with fiscal policy. As a member of the Board of Directors since 1984, she continues to provide sound advice for many of the organization's financial issues. Ms. Cadena is a Certified Public Accountant, and earned her degree in accounting from Central College, Ecuador in 1969.





[Jose C. Salazar, Dr.PH., MPH, Vice President and COO](#)

José C. Salazar, Dr.PH, holds a Master's and Doctoral degree in Public Health from the University of California, Berkeley. Since 1988, he has worked in the field of substance abuse, HIV/AIDS, health educator, community organizer, researcher, administrator, and a counselor for mental health. He has been the primary translator (English to Spanish) of various research studies, and has co-translated, *The Wellness Guide*, an 80-page booklet published by the UC Berkeley Center for Community Wellness. Dr. Salazar is also the co-author of *Essential Spanish for Social Services*, a *Living Language/Random House* publication. He has served in the capacity of Principal Investigator (PI) for various founded programs and services including specific programs from the Substance Abuse Mental Health Services Administration (SAMHSA), California Department of Health Services (DHCS), and Los Angeles County Department of Public (DPH) Health and Department of Mental Health (DMH).





[James B. Golden, Psy.D., Chief Academic Officer](#)

James B. Golden is a Los Angeles based Learning & Development Specialist with over 10 years of organizational development experience in training methodology, design, executive coaching, systems improvement, motivation, cultural competence, and inclusion. Golden regularly presents research and data at national conferences including: The National Association for Alcoholism and Drug Abuse Counselors, The National Council of Black Studies, the American Psychological Association, the National Hip-Hop Political Convention; and has been guest speak at several colleges including, Howard University, Pepperdine University, University of California at Los Angeles, Sierra Nevada College, and Cal State University, Northridge. Golden earned a Doctor of Psychology degree from Phillips Graduate University, a Master’s of Humanities from Tiffin University, and a Master of Public Administration degree from Cal State Northridge. He has worked as a curriculum advocate, K-12 teacher, and developer of educational programs. He has published several articles for leading magazines/publications such as *The Root*, LinkedIn, Vibe, and Clutch: as well as four books including an NAACP Image Award winner.





[Haben Berhe, Dean of Student Affairs](#)

Haben Berhe is an alum at California State University, Long Beach with a Bachelor of Arts in human development and a minor in Africana studies. She is currently working on her Master of Science Degree in higher education administration. Haben has worked with a range of youth non-profits around the greater Long Beach area and So-Cal area to advocate for student's safe environment, access to education, mental health, voices, education, and physical activity. She has conducted various training and workshops involving several topics such as leadership, self-care, time management, conflict resolution, and cultural awareness. This has poured over to her involvement in creating events, multiple curriculums, implementing and evaluating programs for non-profit organizations. Haben has emphasized assisting unrepresentative students that are first generations or low income by guiding them through college readiness programs, college career planning, financial aid and mental health.





[Dr. Rhonda Lee Petrini Dean of Academic Affairs](#)

Dr. Petrini earned her bachelor's degree in organizational leadership at Biola University, her master's degree in executive leadership at University of San Diego, and doctorate in adult education at Walden University. Her doctoral research was a program evaluation of a tutoring program focused on helping culturally diverse, lower socioeconomic, marginalized, inner-city youth become first generation college students. ISBN# 9781339266121. ProQuest Publication #3737357

Dr. Petrini has worked in adult education and healthcare as an Urgent Care Center Manager, Medical Assisting Instruction, Director of Education at a medical careers college, Director of Education and Team Development at a hospital, GED Program Administrator, and Quality Assurance & Education Program Administrator for a non-profit organization serving girls who are survivors of sex trafficking.

Dr. Petrini is passionate about working with underserved communities to promote excellence and equity in education. She loves creating efficient systems and processes to promote organizational excellence and innovation. This passion has served her well while working with five different accrediting bodies throughout her career.

In addition to time with her family, Dr. Petrini also enjoys reading, traveling, playing racquetball, gardening, and playing with her dogs.

Student Services Team





[Gary Lowery, Development Coordinator](#)



[Valerie Ipatzi, Outreach & Recruitment Specialist](#)



[Belen Contreras, Academic Specialist](#)





[Tyler Smith, Information Technology Specialist](#)



[Suzie Gyadikyan, Recordkeeper](#)



[Sebrin Yousef, Student Services Representative](#)



[Mahbubur Rahman, Recordkeeper](#)



Faculty



[Susan Knoll, MPH, Full-Time Faculty/Instructor](#)



[Cathy Rusch, MSHA, Instructor](#)



[Alisia Thompson, MAED, Instructor](#)





[Rikki "Elle" Schwab, PhD, Instructor](#)



[Janice Boafo, LCSW, MSW, Instructor](#)

[Lorraine Ragosta, LMFT, Instructor](#)





[Dr. Carroll Brown III, Pys.D, Instructor](#)



[Katherine D. Emerson, DPA, MSW, CSAC, Instructor](#)

TCC





[Kendall Stewart, MACP, Instructor](#)



[Richard Eberheart, MS, Instructor](#)





[Gloria V Sistos, MPA, Instructors](#)



[Richard Taylor, NASW, C-ASWMC, MSW, Instructor](#)

TCC



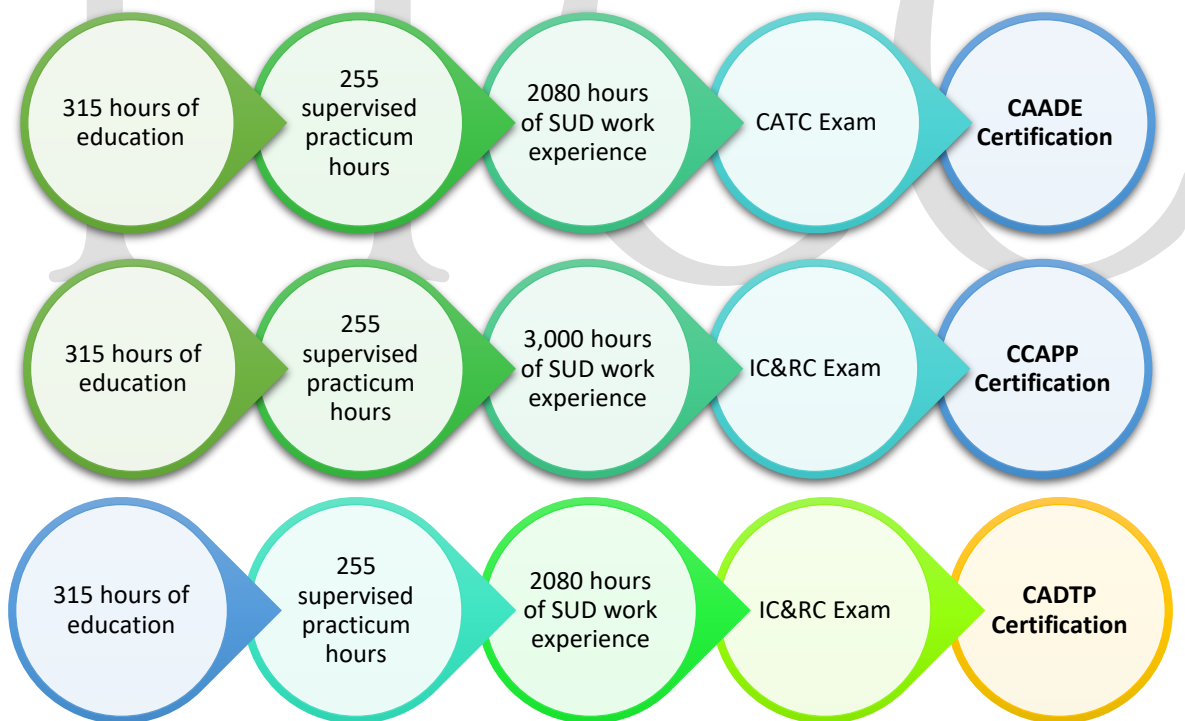
Student Achievement

Tarzana Treatment Centers College is committed to maintaining a campus environment that offers a wide range of professional, social, and cultural opportunities and where the well-being of students and College personnel is the primary focus of all decision making and actions.

In all decisions, TTCC stakeholders are encouraged to practice the College Core Values when interacting in any school-related capacity. Once students have officially enrolled in TTCC, it is highly encouraged for students to seek employment in Substance Use Disorders counseling positions under their registration with a certifying body.

Upon completion of TTCC Substance Use Disorder Certification Program, students are encouraged to continue their Clinical Externship [Work Experience] and to take the certifying exam (IC&RC or CATC, depending on the accredited body the student is registered with.)

State Certification Procedure



Students are encouraged to review each certifying organization to determine which organization you plan to register with: [CAADE/ACCBC](#) | [CADTP](#) | [CCAPP](#)

Student Integrity & Civility

All members of the TTCC community are expected to demonstrate professionalism in their interactions and daily activities. It is important that each College stakeholder is treated with respect and consideration not only during working hours, but after hours as well. All College stakeholders are expected to hold themselves to the professional virtues of commitment, transparency, fidelity, and integrity. Unprofessional behavior will not be accepted, and we encourage stakeholders to report any unacceptable behavior to the Chief Academic Officer or a school official.

Anti-Racism Policy

TTC College proudly applauds and actively works to develop the cultural and linguistic diversity within its students, staff, faculty, administrators and other stakeholders. TTC College actively promotes this inclusion and intersectionality as a means to enrich all teaching, training, research, and collaboration among college stakeholders.

TTC College endorses the rights of its students and employees to enjoy an education and employment environment that is unequivocally free from racism. Racism consists of principles and practices that cause and justify an unbalanced distribution of rights, opportunities, and experiences across racial groups. Structural racism occurs as a macrosocial impediment which perpetuates racial group inequity through public systems and policies.

TTC College will not tolerate overt or covert race-based discrimination of any type and requires its employees to report any instances of reported or witnessed racism. TTC College actively works to dismantle racism within all aspects of our departments, classrooms, curricula, and the larger community.

TTC College's intersectionality core value seeks to support our students in promoting equity within treatment and their representation as behavioral health professionals.

Racism exists. Racism is wrong and has no place at TTC College. As such, TTC College is committed to:

- Recruiting employees and students from different races and historically marginalized groups.
- Celebrating the racial differences of our students and employees through honoring their customs, traditions, holidays, and family backgrounds.



- Actively advocating for equitable treatment, intersectional competence, anti-discrimination, and anti-racist conduct of students, employees, and other stakeholders through policy development, recruitment, student symposiums, orientation, and other support programs.
- Designing curricula which promotes diversity of thought and experience, particularly incorporating books, assignments, lectures, and literature written by people of color and women.
- Collaborating with organizations and initiatives that support equity across racial lines.

Attendance Policy

TTCC recognizes the relationship between student attendance and student retention, achievement, and success. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Thus, TTCC monitors attendance for all online and in-person sessions and meetings.

Students are expected to attend all class sessions for which they are enrolled. Pre-scheduled events and symposiums sponsored by TTCC are mandatory for students to attend including but not limited to: Student Orientation, Student Symposiums, and Student Practicum Orientation. Students are responsible to communicate with instructors for class attendance and any missing work during an absence. Documented absences related to personal illness, death of an immediate family member, or the like, will not negatively impact a student's grade or academic standing. However, TTCC reserves the right to drop or withdraw any student due to lack of attendance.

Grading Standard

Although grades are not routinely given for classes that are deemed pass/fail, TTCC uses the following grading system to evaluate the academic performance of the students where necessary:

90-100% = A 4.0 = Outstanding

80-89% = B 3.0 = Very Good

75-79% = C 2.0 = Pass

Below 75% = D 1.0 = Not Passing

I = I Incomplete

W = W Withdrawn



Probation and Dismissal Policy

Students must maintain a 2.5 GPA throughout the entirety of the academic program, and in each of their classes receive at least a “C” grade. Students who fall below a 2.5 GPA will be placed on Academic Probation. Students placed on Academic Probation will be required to meet with the Chief Academic Officer to develop a Student Success Plan.

Any student who has not achieved a cumulative GPA of 2.5 for three consecutive classes will be subject to Academic Dismissal from TTCC at the discretion of the Chief Academic Officer.

Leave of Absence Policy

TTCC will grant a leave of absence of up to a one-year maximum to an enrolled student who has a medical or personal reason that prohibits the student from progressing in their degree program. For a personal leave of absence, the student is required to submit documentation supporting the need for the leave to TTCC@Tarzanatc.org.

For a medical leave of absence, the student request must be accompanied by a letter from a physician, physician’s assistant, or nurse practitioner. The letter must be on official letterhead and must include the diagnosis, the limitations it imposes on the individual and an estimation of the time required for recovery. TTCC reserves the right to verify qualification of the certifying professionals.

Code of Conduct

Students and graduates of TTCC are expected to:

- 1) Comply with a code of conduct developed by at least one of the certifying bodies (CCAPP, CAADE, and CADTP).
- 2) Protect the participant's, patient's, or resident's rights to confidentiality in accordance with Part 2, Title 42, Code of Federal Regulations
- 3) Cooperate with complaint investigations and supply information requested during complaint investigations unless such disclosure of information would violate the confidentiality requirements of Subpart 2, Title 42, Code of Federal Regulations.
- 4) Students will conduct themselves according to TTCC’s core values while engaged in school-related activities.

Students and graduates of TTCC are prohibited from:

- 1) Providing counseling services, attending any program services or activities, or being present on program premises while under the influence of any amount of alcohol or illicit drugs. As



used in this subsection, “illicit drugs” means any substance defined as a drug in Section 11014, Chapter 1, Division 10, Health and Safety Code, except:

- a) Drugs or medications prescribed by a physician or other person authorized to prescribe drugs, in accordance with Section 4036, Chapter 9, Division 2, Business and Professions Code, and used in the dosage and frequency prescribed; or
 - b) Over-the-counter drugs or medications used in the dosage and frequency described on the box, bottle, or package insert.
- 2) Providing services beyond the scope of his/her registration or certification as an AOD counselor, or his/her professional license, if the individual is a licensed professional as defined in Section 13015;
 - 3) Discriminating against program participants, patients, residents, or other staff members, based on race, religion, age, gender, disability, national ancestry, sexual orientation, or economic condition;
 - 4) Engaging in social or business relationships for personal gain with program participants, patients, or residents, their family members or other persons who are significant to them;
 - 5) Engaging in sexual conduct with current participants, patients, residents, their family members, or other persons who are significant to them;
 - 6) Verbally, physically, or sexually harassing, threatening, or abusing any participant, patient, resident, their family members, other persons who are significant to them, or other staff members.



Our Facility

TTCC Headquarters and Main Campus is located adjacent to Tarzana Treatment Centers, Inc. Woodland Hills (TTCWH) Outpatient Clinic at 6022 Variel Avenue, Woodland Hills, CA 91367. The newly renovated campus houses TTCC administrative offices, the student library, computer lab, two classrooms, a reception area, and a lobby. Both heated and air-conditioned classrooms include audio/video connections, projectors, white boards, student tables and comfortable chairs. Additionally, there is an eating area for students and adjacent TTCWH rooms for experiential group learning, as scheduled.

Tarzana Treatment Centers, Inc. has locations in Northridge (8330 Reseda Boulevard), Lancaster (907 W Lancaster Boulevard), and Long Beach, CA (2101 Magnolia Avenue) that may be utilized for students needing to complete internship hours.

Ample parking is available at TTC College for students, as needed, and there is no fee for parking on campus. ADA approved restrooms are available at TTCC headquarters for students and faculty.

Our Library

TTCC has a library at the Main Campus consisting of reference texts and articles that students may use on campus or rent. The TTCC Library carries additional copies of student textbooks, suggested readings, and addictions journals. Students can access these books by logging into Surpass. TTCC utilizes a virtual resource database, ProQuest, where students can view videos and read articles related to course subjects. Students can access the ProQuest log-in information on Moodle under the Student Resource page. Library hours are Monday through Friday (9:00 AM – 3:00 PM) or by appointment. To make an appointment to visit the library outside of normal business hours, students may email TTCC@Tarzanatc.org.

TTCC SUD Certification Program is largely a distance-learning online program. Students will be given free access to all texts, case studies, and books via the student library and/or online Moodle platform.



Tuition, Fees, and Financial Plans

Tuition

Tuition and fees are subject to change at the discretion of Tarzana Treatment Centers College.

The total cost of the SUD Certificate educational program is \$3,000.00. Base Tuition is the total cost for instruction, student support, course exams, educational certificates, for the student's entire online and in-person education. *Students are required to purchase required texts for classes, which are outlined in each class syllabus.*

Fees

Registration Deposit Fee: \$185.00

Base Tuition Fee: \$3,000.00

Student Tuition Recovery Fund (STRF) Fee: \$2.00

The Registration and Student Tuition Recovery Fund Fees are non-refundable. Total program cost is subject to change until this agreement is executed and payment of deposit. See: Refund Policy section for further clarification.



Financial Plan

For students who choose not to pay the entire program cost at the beginning of their educational program, TTCC offers a financial assistance payment plan which divides the total program cost into incremental monthly payments. Student who choose to elect into the payment plan program must indicate which option they desire when completing the Student Enrollment Agreement. Payment plans must be approved by a school official during enrollment.

Program Payment Options are as follows after receipt of \$187.00 STRF Fee and Registration Deposit:

- Payment Plan I – 6 Months

TTCC accepts the following forms of payment: cash, cashier's checks, money orders, and credit cards. All forms of checks are made out to Tarzana Treatment Centers, Inc. with TTCC on subject line.

If a student chooses not to pay in full at the time of enrollment, TTCC offers monthly payment plans. A payment plan must be pre-approved by a TTCC Administrator. The payment plan is a legally binding agreement to pay all tuition costs and fees until paid in full. Failure to pay may result in transcripts and diploma being withheld in addition to other remedies.

Payments that are declined or rejected will result in a \$30.00 convenience fee per occurrence. If declined more than once, TTCC is authorized to use second payment method. An auto-debit may be required after two or more late payments. Failure to pay or nonpayment may result in suspension of the student's account. Failure to pay Tarzana Treatment Centers, Inc. Financial Services within 1 month of a declined payment may result in the student account going into collections. Once payment has been made, along with any applicable fees, the student shall be able to resume courses.

Student Loans

Traditional student loans are not available through TTCC, and the school does not participate in federal and state financial aid programs. At this time, TTCC does not participate in Federal Student Aid (FSA) programs and cannot process a request or assist with a deferment of a Title IV school loan. A student may want to contact their loan's current servicer or the guaranty agency for any other options that may exist.

Students who obtain a loan to pay for school-related expenses have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. In the case that



students eligible for federal or state Loans default on their loans they may not be eligible for any other federal student financial aid at another institution or other government assistance. Additionally, the federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the program is one and the same.

Withdrawals

Students who decide to withdraw from the program after enrolling are required to follow the school's official withdraw procedure. A notice of withdraw needs to be sent to a school official for review. Students are aware that the dropout deadline without an "Incomplete (I)" grade for any course is no more than two weeks past the given start date of the course.

Students who finish more than half the required hours of any course will receive a grade of an "Incomplete (I)" and may choose to return to the program as long as the reinstate date does not exceed 6 months from date of withdrawal, at which time any funds paid may be forfeited. (see: Refund Policy for more information)

Refunds

STUDENT'S RIGHT TO CANCEL

A refund, minus the initial deposit, will be issued to any student who cancels enrollment prior to the start date of their first course, and after signing the enrollment agreement. The effective date of termination for enrollment will be the date of receipt of written notice from the student to a school official.

Refund Policy

TTC College is offered on a pay-as-you-go type plan in a distance learning format, and as such adheres to the below refund policy. Any refund due to a student's withdrawal will be issued by TTCC within thirty (30) days of receiving student's refund letter. The refund for students who have completed 60% or less of the program shall be a pro rata refund. TTCC will deduct non-



refundable STRF and Registration Deposit Fees of \$187.00 from the total charge then divide that remainder by the total hours in the program. The quotient is the total hourly charge for the program (336 total program hours [\$7.44 per hour]). The amount owed by the student is derived by total hourly charge for instruction, total institutional charge divided by the number of program hours multiplied by the total hours attended by the student. Students who complete more than 60% of the program do not qualify for a refund.

Additionally, students who have paid in full will receive their entire balance back minus the non-refundable STRF and Registration Deposit Fees. Students on payment plans will not be charged for months succeeding the termination date. If a student completes more than 50% of any given course, they are not eligible for a refund of that course.

Students who received federal student financial aid funds are entitled to a refund of moneys not paid from federal student financial aid program funds. Students are required to submit a formal withdrawal letter in writing to a school official to access and obtain any refunds.

TTCC shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all the material be sent. If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

Student Rights & Disclosures

TTCC does not discriminate based on race, religion, age, sex, sexuality, disability, national, or ethnic origin in any way. TTCC is fully compliant with federal, state and local policies related to accessibility. It is important that our students receive their education in safe and appropriate conditions. All students and faculty are encouraged to maintain transparency regarding any maltreatment experienced or witnessed in any way associated with Tarzana Treatment Centers, Inc. and TTCC.

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying



institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.



7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

Grievances

Any student, instructor, or school stakeholder who experiences an unsatisfactory experience with TTCC personnel or program may file a grievance through TTCC Headquarters or the Chief Academic Officer by phone or email. The reports may be either written or verbal and need not follow any formal format.

Complaints

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

Student Records

TTCC is required by law to maintain records of name, address, e-mail address, and telephone number of each student who is enrolled in an education program. This information is stored permanently at TTCC Headquarters and maintained by the Chief Academic Officer and Training Supervisor.

Student academic and financial records are maintained in written form/hard copy, in lockable, fireproof file cabinets, which are located at the TTCC Headquarters. Only designated school



personnel have access to such records. All employees sign a confidentiality statement prohibiting them from divulging any information contained in such records. Records generated by the school itself, such as grades, and transcripts are also maintained on an encrypted computer hard disk. All records are maintained permanently.

TTCC stores additional student work and information for five years from the date of student's graduation, termination, or withdrawal. Records are available upon individual student request for a five-year period only. The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law and prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. Transcripts are kept permanently.

Transcripts

TTCC will provide an official transcript of classes taken and grades upon request. The first official transcript is free, subsequent official transcripts are \$10.00 per transcript. All unofficial transcripts are provided to students free of charge. Requests must be made in via email (TTCC@Tarzanatc.org). Please allow 5 working days for each request.

Transfer of Credits Policy

Tarzana Treatment Centers College does not accept transfer of credit for the Registered Substance Use Disorder Counseling Educational Program.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Tarzana Treatment Centers College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in any Tarzana Treatment Centers College educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Tarzana Treatment Centers College to determine if your credits or degree, diploma or certificate will transfer.



Experiential Credit and Challenge Examinations

Tarzana Treatment Centers College does not award experiential credit, credit based upon challenge examinations or achievement tests.

TTCC

