



# **Christian Institute**

## **Online Drug and Alcohol Counseling Courses Catalog**

**Calendar: 2011**

**[www.christianinstitute.org](http://www.christianinstitute.org)**

**Date of Publication: January 2011**





# TABLE OF CONTENTS

Welcome.....	1
Mission Statement.....	2
Statement of Faith .....	2
Goals.....	3
Approvals and Accreditation.....	4
Statement of Non-Discrimination.....	4
Location.....	5
Drug and Alcohol Counseling Program .....	6
Certification through the California Certification Board of Alcohol and Drug Counselors .....	7
Drug and Alcohol Counseling Course Descriptions .....	8
Course Format and Fees.....	10
Payment Schedule.....	11
Hours of Operation .....	12
Holidays.....	12



*I will bless the Lord at all times;  
his praise shall continually be in mouth.  
—Psalm 34:1*

## TABLE OF CONTENTS—continued

Enrollment Requirements .....	13
Completion Requirements .....	13
Grading Policy .....	14
Student Services .....	15
General Policies and Regulations .....	16
Student Grievance Procedure .....	18
Student's Right to Cancel .....	19
Cancellation Contract .....	20
Disclosure Statements .....	22
Refund Policy .....	23
Performance Fact Sheet .....	24
Student's Checklist for Success .....	25

# WELCOME

Welcome to all prospective students. Christian Institute invites you to consider the opportunity of enrolling in one its programs. The program is enriched with the fundamental and pragmatic tenets of our Christian Faith while being sensitive to the calling on individuals' lives. Christian Institute encourages you to seek the call upon your life. We are here to support your calling. Our program serves to support the call to which God has called you. God is the one who equips; Christian Institute is only fulfilling its calling: helping those along who God has commissioned.

So, if God has directed you to a helping profession to help those in need because of addiction or some other societal bruise, Christian Institute may be the place for you. So, pray about it.



*Therefore I say unto you, what things soever ye desire, when ye pray, believe that ye receive them, and ye shall have them.—Mark 11:24*

# CHRISTIAN INSTITUTE'S MISSION STATEMENT

To inspire others to know and  
become closer to Jesus Christ through  
education and service.

# CHRISTIAN INSTITUTE'S STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost: those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.



*Now faith is the substance of things hoped for,  
the evidence of things not seen.—Hebrews 11:1*

## CHRISTIAN INSTITUTE'S GOALS

- Have evident in all of its instruction the Christian values to which the Christian Institute continuously aspires.
- Having its primary focus on Jesus Christ, CI shall provide instruction to its students so that their participating in and completing the instruction shall enhance their quality of life in areas of spiritual, personal and career growth.
- Use sound androgogical and Christian tenets to provide students a fertile learning experience.
- Enhance students' spiritual and career growth so that the students will help others.



*Let us hear the conclusion of the whole matter:  
Fear God, and keep his commandments:  
for this is the whole duty of man.—Eccl. 12:13*

## **APPROVALS AND ACCREDITATION**

Christian Institute is fully accredited with WWAC (Worldwide Accreditation Commission of Christian Educational Institutions). CI is approved with CAADAC (California Association of Alcohol and Drug Abuse Counselors)

## **STATEMENT OF NON-DISCRIMINATION**

In compliance with Federal and State laws, CI does not discriminate in hiring, job assignment, compensation, promotion or discharge of staff members based on race, color ancestry, religious creed, national origin, physical or mental disability, medical condition, age, or marital status. In the same fashion, CI does not discriminate against students.



*They profess that they know God;  
but by their works they deny him.—Titus 1:16*

## LOCATION and ADDRESS

Christian Institute's office is at 516 Valley Way,  
Milpitas, California.

Mailing address is:  
PO Box 23753,  
San Jose, CA 95153



*A soft answer turneth away wrath:  
but grievous words stir up anger.—Proverbs 15:1*

## DRUG AND ALCOHOL COUNSELING PROGRAM

The Drug and Alcohol Counseling Program offers students training in the technical and behavioral skills involved in the recovery, prevention, and intervention of those who are affected by drug and alcohol abuse. Students are offered courses designed to sharpen their understanding of the issues involved in this particular field. Theory is only part of the holistic approach applied to the training of students—the spiritual aspects of the behaviors manifested by individuals caught up in the destructive cycle of drug and alcohol abuse are also addressed assertively to students.



*Jesus answered and said unto him, Verily, Verily,  
I say unto thee, Except a man be born again, he  
cannot see the kingdom of God.—John 3:5*

## CERTIFICATION THROUGH CCBADC for CAADAC

To become CAADAC (California Association of Alcohol and Drug Abuse Counselors) certified as a Certified Alcohol and Drug Counselor (CADC), a student must pass a written and oral exam. Given twice a year, the two exams are offered through the California's Certification Board for Alcohol and Drug Counselors. (CCBADC). CCBADC requires completion of seven core courses before taking the written exam. Each of CI's courses satisfies 45 hours. The practicum is an additional 255 hours at an approved agency. To qualify to take the oral exam, a student must have passed the written exam and possess 4000 work or volunteer hours at an approved drug and alcohol agency. Four thousand hours qualify the student for a Certified Drug and Alcohol Counselor I (CADC-I). Six thousand hours qualify for a Certified Drug and Alcohol Counselor II (CADC-II). The hours could have been completed before or after the educational component. For more information on certification, you can contact CI (866) 513-7807 or CAADAC at (916) 368-9412.



*Jesus saith unto him, I am the way, the truth,  
and the life: no man cometh unto the Father,  
but by me.—John 14:6*

# DRUG AND ALCOHOL COURSE DESCRIPTIONS

## Overview of Addiction

(4.5 quarter units)

Examines the history of alcohol and other mood-changing drugs; the myths and stereotypes of alcohol use; the socio-cultural factors that contribute to the use of drugs; and the patterns and progressions of abuse.

## Physiology and Pharmacology

(4.5 quarter units)

Examines the effects of alcohol and different types of drugs on the body, mind and behavior. The course also has a component on HIV/AIDS.

## Law and Ethics, Community and Prevention

(4.5 quarter units)

Examines legal and professional responsibility, regulatory restrictions; community prevention education; outreach; confidentiality and issues surrounding clients' rights such as confidentiality.



*This I say then, Walk in the Spirit, and ye shall not fulfill the lust of the flesh.—Galatians 5:16*

# DRUG AND ALCOHOL COURSE DESCRIPTIONS

## **Case Management**

(4.5 quarter units)

Focuses on the core functions of intake, screening, assessment, orientation, treatment planning, referral, and reports and record keeping. Relapse prevention is also included.

## **Individual, Group and Family Counseling**

(4.5 quarter units)

Focuses on the objectives of counseling, theories, processes and dynamics.

## **Personal and Professional Growth**

(4.5 quarter units)

Focuses on symptoms of counselor burnout; the recovering counselor; professional standards; certification requirements; and professional resources.

## **Supervised Practicum**

(4.5 quarter units)

A course in which students begin their 255-hour supervised internship at an approved drug and alcohol facility.



*As newborn babes, desire the sincere milk of the Word, that ye may grow thereby.—I Peter 2:2*

## COURSE FORMAT AND FEES

Christian Institute's format for online courses is individualized. Each course is approximately 4-6 weeks. Students are expected to complete one course within six weeks. The cost per course is \$300. Textbook fees are extra; they can be purchased from CI or students may purchase them elsewhere. The practicum requires students to take an the class course as well as begin the 255 hour internship at an approved drug and alcohol facility with an appropriate supervisor.

If a student pays by check or credit card and the check or credit card is returned or denied, respectively, the student shall lose check-writing or credit card privileges. This means that subsequent payments must be made by cash or money order. For returned checks, there is a fifteen dollar processing fee.



*Love not the world, neither the things that are in the world. If any man love the world, the love of the Father is not in him.—I John 2:15*

## PAYMENT SCHEDULE

- a. Unless a special arrangement for payment is made with CI, which is not typical, students 1) pay for each class individually before the start of that class.



*Who hath woe? Who hath sorrow? Who hath contentions?  
Who hath babbling? Who hath wounds without cause?  
Who hath redness of eyes?*

—Proverbs 23:29

## HOURS OF OPERATION

The business office is open whether or not classes are in session. Business office hours are: Monday through Friday - 9:00 a.m. to 5:00 p.m. Please call (866) 513-7807 to schedule an appointment.

## HOLIDAYS

Christian Institute is closed on the following holidays. Please observe calendar for class schedules.

New Years Day	Martin Luther
Presidential Day	King Jr. Day
Memorial Day	Good Friday
Christmas (two days)	Independence
Labor Day	Day
Veteran's Day	Thanksgiving
	Thur & Friday



*Come unto me, all ye that labour and are heavy laden,  
and I will give you rest.—Matthew 11:28*

## ENROLLMENT REQUIREMENTS

All who are at least eighteen years of age and have a high school diploma or equivalency and willing to be part of CI can enroll in the program. Applicants will be interviewed for enrollment into CI. Also, applicants must attest that are capable of reading and writing at a ninth grade level.

Students will register separately for each course.

## COMPLETION REQUIREMENTS

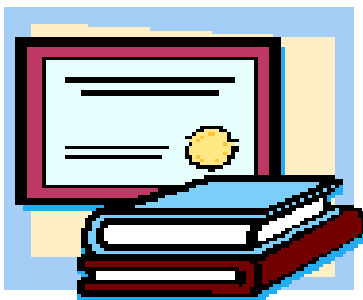
Students are graded during each course by the instructor's evaluation of quizzes, assignments, and exams. A grade report is issued upon completion of each course. CI maintains a level of flexibility in its testing and evaluation of individual students because of the commingling of academic levels. After the completion of all courses or upon a student's request, CI will send an official transcript to the appropriate entity.



*Whoso eateth my flesh, and drinketh my blood, hath eternal life; and I will raise him up at the last day.—John 6:54*

## GRADING POLICY

A	94 - 100	B -	80 - 83	D +	67 -- 69
A -	90 - 93	C +	77 - 79	D	64 -- 66
B +	88 - 89	C	73 - 76	D -	60 -- 63
B	84 - 87	C -	70 - 72	F	0 -- 59



*He that dwelleth in the secret place of  
the most High shall abide under the  
shadow of the Almighty.—Psalm 91:1*

# STUDENT SERVICES

## Student Records

Student records are permanently retained by CI and are available to the students upon individual request. Student records will be sent to CAADAC after the student has been awarded a certificate of completion.

## Student Placement

Students are not directly assisted with placement. CI furnishes names and addresses of employment possibilities. Inquiries made to School from potential employers will be directed to students. CI will assist the student with employment to the best of its ability, but cannot guarantee employment.

## Student Technology Assistance

CI will make a strong effort to ensure that students' online experience is positive. Technical Support is available. If students have a problem, call (866) 513-7807 to have it remedied.



*The thinking of foolishness is sin.*  
Proverbs 23:29

# GENERAL POLICIES AND REGULATIONS

## A. Grounds for Termination

Students are expected to conduct themselves in a professional manner at all times. Performing unethical, such as cheating, is grounds for termination from taking classes.

## B. Make-up Work

Students who must be gone for an extended period of time may work it out with the instructor to have an Incomplete. The instructor must approve the Incomplete.

## C. Probation

Students who do not adhere to any of Christian Institute's policies may be placed on probation.

## F. Interruptions in Training/Termination

A student is not terminated for failure to learn the required skills. A student that has not successfully completed the requirements of each course is encouraged to take the course again.



*The thief cometh not, but for to steal, and to kill, and to destroy: I am come that they might have life, and that they might have it more abundantly.—John 10:10*

## **G. Transfer of Credit**

Christian Institute's program is specialized. This means that its purpose is for preparing students to become eligible to take a certification exam. Although the certification board accepts CI's credits, students should be aware that whether or not credits transfer to another institution is solely up to the receiving institution. Any student interested in transferring credit hours should check with the institution directly to determine to what extent, if any, credit hours can be transferred.



*Delight thyself also in the Lord: and he shall give thee the desires of thine heart.—Psalm 37:4*

## STUDENT GRIEVANCE PROCEDURE

If a student has a grievance with an instructor or with policies and procedures, s/he may contact the Director, at PO Box 23753, San Jose, CA or phone (866) 513-7807. Any questions or problems concerning this School which have not been satisfactorily resolved by the School can be reported to CAADAC.



*Thy word is a lamp unto my feet, and a light  
unto my path. —Psalm 119:105*

## NOTICE OF STUDENT'S RIGHT TO CANCEL CONTRACT

1. You may cancel your contract for School, without penalty or obligations on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you go to. Read the Notice of Cancellation form, ask the School for a sample copy.
2. After the end of the cancellation period, you also have the right to receive a refund for the part of the course not taken. Your refund right are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.



*That if thou shalt confess with thy mouth the Lord Jesus, and shalt believe in thine heart that God hath raised him from the dead, thou shalt be saved.—Romans 10:9*

## CANCELLATION CONTRACT

1. You may cancel this contract for school, without penalty or obligation by midnight of the fifth business day following the day of the first class..
2. If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.
3. If the school gave you any equipment, such as books, you must return the equipment within 30 days of the date you signed a cancellation notice. If you not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.
4. To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

**Director, Christian Institute,  
PO Box 23753, San Jose, CA 95123**

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*That ye put off concerning the former conversation the old man, which is corrupt according to the deceitful lusts; And be renewed in the spirit of your mind, and that you put on the new man ...—Eph. 4:22-24*

## CANCELLATION CONTRACT continued

5. REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by stop attending class.



*But he knoweth the way that I take:  
when he hath tried me, I shall come  
forth as gold.—Job 23:10:29*

## DISCLOSURE STATEMENTS

- If you obtain a student loan to pay for the course of instruction at Christian Institute, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- If you are eligible for a loan guaranteed or reinsured by the state or federal government and you default on the loan:
  - The federal or state government or the loan guarantee agency can take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan.
  - You may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.
- Christian Institute is not a public institution.
- Christian Institute has never filed bankruptcy.



*And above all things, have fervent love for one another, for love shall cover a multitude of sins.—I Peter 4:8*

## REFUND POLICY

1. Each student of the institution has the right to withdraw from a course of instruction at any time.
2. The student shall have the right to cancel an agreement for a course of instruction including equipment, until midnight of the fifth business day after the day on which the student did any of the following:
  - A. Attended the first class of the program of instruction that is the subject of the agreement.
  - B. Received a Notice of Cancellation.
  - C. Received a copy of the Agreement.
3. If a student withdraws from a course of instruction after the period described above, the institution shall remit a refund within 30 days following the student's withdrawal.
4. If a student is terminated or cancels for any reason, all refunds will be made according to the following refund schedule minus costs for equipment such as books.
5. If a student's tuition is to be paid by a student assistance program sponsored by one or more governmental or private agencies or organization, including employer provided financial assistance, CI will adhere to the refund policy prescribed by the sponsor of the student assistance.

### Per Course

10%	25%	50%	60%	75%
\$270.00	230.00	150.00	120.00	70.00



*And the King shall answer and say unto them, Verily I say unto you, Inasmuch as ye have done it unto one of the least of these my brethren, ye have done it unto me.—Matthew 25:40*

## SCHOOL PERFORMANCE FACT SHEET

As of January 2011, 75% of CI's students that took the written exam passed it. CI assists students in preparing their portfolio. However, it is still students' responsibility to prepare the portfolio, which is needed to take the written exam.



## STUDENT'S CHECKLIST FOR SUCCESS

- It's important for students to understand, and ask questions when they don't understand, procedures, policies and rules. CI's instructors and staff want you to succeed. They are here for you.
- Retain all paperwork and correspondence with CI..
- Become even more curious about the field of Drug and Alcohol Counseling. As you put your newly learned knowledge from the courses to practice, you will continually grow.
- Begin thinking about where and how you will do your practicum. Remember, it is an in-class course that is offered in the San Jose area and Santa Cruz. Examples of formats are either one Saturday per month over four months or one evening per week over two months.
- If you have questions or need to contact CI, first ask your instructor whose telephone number and email address you will have for the course. You can email CI at [ci@christianinstitute.org](mailto:ci@christianinstitute.org) or call (866) 513-7807. You can reach the director, Lawrence Sam, Ph.D., at [Lsam@christianinstitute.org](mailto:Lsam@christianinstitute.org) or call (866) 513-7807.



*For if ye live after the flesh, ye shall die: but if ye through the Spirit do mortify the deeds of the body, ye shall live.—Romans 8:13.*



The End

