



**McDermott Professional Learning Center
Addiction Counselor Preparatory Training Program
2024 APPLICATION**

Date of Application:

PERSONAL INFORMATION

| | |
|---------------------------------------|----------------------------|
| Last Name, First Name, Middle Initial | How did you hear about us? |
| Pronouns (optional): | Phone Number |
| Street Address | |
| City, State, Zip | Emergency Contact Name: |
| Personal Email | Relationship: |
| | Emergency Contact Phone: |

Haymarket and the CADC program is a drug/alcohol free environment as well as an equal opportunity organization and will not discriminate in the admission process based on race, ethnicity, national origin, sex, sexual orientation, gender, gender identity or expression, age, disability, socioeconomic status, religion, parental status, or pregnancy or any other class as protected by state and federal law.

EDUCATION AND TRAINING

| School | Name and Location of School | Course Of Study | No. Years Completed | Did you Graduate? | Degree or Diploma |
|--|-----------------------------|-----------------|---------------------|-------------------|-------------------|
| High | | | | | |
| Trade or Business | | | | | |
| College | | | | | |
| Other | | | | | |
| Other special training or skills (languages, software used, etc.): | | | | | |



**McDermott Professional Learning Center
Addiction Counselor Preparatory Training
2024 Terms of Service**

1. If payment plan is selected, **PAYMENTS ARE DUE ON THE FIRST DAY OF EACH MONTH. THE FULL COST OF THE COURSE (\$2000.00) IS DUE BY October 17, 2024**
2. Students who fall behind on tuition payments more than one month's tuition (\$250.00), at any given time, will be suspended from the program until payments are up to date. Students that have not paid in full by **October 17, 2024** will accrue a \$25.00 late fee for each month the student is past due.
3. All fees and balances must be paid in full prior to receiving a Letter of Completion which is required by the Illinois Certification Board (ICB).
4. If student must withdraw from the program, notify the CADC Program Director, **Lisa Abrams at labrams@haymarket.org** as soon as possible. If refund is approved, please allow 8-10 business days for the Financial Department to process. The refund schedule is as follows:
 - Before **March 19, 2024**, a 100% refund will be issued less \$25 administrative fee.
 - Between **March 19, 2024** and **April 4, 2024** a 100% refund will be issued less \$150 administration fee.
 - After **April 4, 2024** no refund will be given.
5. Students are allowed **eight (8) absences for the duration of the program**. More than eight (8) absences violate ICB requirements and students will be considered withdrawn from the program and no refund will be issued.
6. For virtual classes, participation while driving, being a passenger in a vehicle, walking, or on any mode of transportation is prohibited.
7. Any form of disruptive behavior will not be tolerated. This includes participation while driving a vehicle, being a passenger in a vehicle, walking, or on any mode of public transportation. Students may be asked to leave the class session, be marked absent, and/or up to expulsion from the program with no refund.
8. Use of cell phones is limited to attendance and participation in classes. Texting, talking, recording, photographing, gaming, etc. is strictly prohibited when class is in session. Computers are only to be used during class time for educational purposes related to the course.
9. Any discrimination based on race, ethnicity, national origin, sex, sexual orientation, gender, gender identity or expression, age, disability, socioeconomic status, religion, parental status, pregnancy, or any other protected class will be grounds for dismissal from the program and no refund will be issued.
10. Intoxication during class sessions will not be tolerated and is grounds for immediate expulsion from the program with no refund.
11. Vaping and smoking during class is not allowed.
12. For virtual classes, student's camera must be turned on when classes are in session. If your camera is not on you will be considered absent from the class.
13. Textbooks are not included in the cost of tuition and must be purchased separately.



**McDermott Professional Learning Center
Addiction Counselor Preparatory Training
2024 Terms of Service**

13. The McDermott Professional Learning Center ICB accredited CADC Program requires 300 hours of internship over the course of no less than three (3) months in duration. Weekly supervision is required throughout the clinical practical experience. This internship cannot be waived. You can only start an internship once the course is completed, and you have paid for the course in full. If you do not complete the required internship, you will not be issued a letter of completion that ICB requires to continue to pursue your certification.
14. All internships completed at Haymarket Center are unpaid. Hours are restricted to 1st shift, 7:00am – 4:00pm. Evenings and weekends are not permitted. Interns accepted at Haymarket Center will be required to be on-site 16 hours/weekly. Internship placement with Haymarket Center is not guaranteed.
15. All students are expected to abide by the Illinois Certification Board (ICB) Code of Ethics. A signed copy must be provided to CADC Program Director, Lisa Abrams, prior to start of the first class.
16. **Federal confidentiality regulations (42 CFR Part 2) prohibit disclosure of the identity and/or any information pertaining to clients. Your signature acknowledges your agreement to abide by these rules. A breach of confidentiality will result in expulsion from the program and up to legal action taken against student.**

By signing this document, I state that I understand and agree to all the terms and conditions stated in this document.

PRINT NAME: _____ **DATE:** _____

SIGNATURE: _____



**McDermott Professional Learning Center
Addiction Counselor Preparatory Training Program
CODE OF ETHICS**

Students shall adhere to the following ethical standards as a condition of enrollment participation, and completion of the Program.

Personal Conduct Standards:

- Students shall not abuse alcohol or legal drugs. This includes any drug/alcohol use related to conduct that reflects poorly on them, the CADC Program or the AOD profession. Students observed to be intoxicated during the course may be terminated from the CADC program.
- Students shall not possess or use illegal drugs.
- Students who become aware that their personal use of alcohol or drugs may be problematic shall seek appropriate assistance and promptly notify the Program Director of that decision. Students shall cease their involvement in the Program.

Professional Conduct Standards:

- Students shall not misrepresent their professional qualifications.
- Students shall submit accurate and truthful information to the Program for the purposes of obtaining a Letter of Completion.
- Students shall consider the welfare of the public and the profession.
- Students shall not take credit for professional substance abuse services, or any other professional services performed as a student of the Program, that is done by others.
- Students shall not practice or condone discrimination against anyone based on race, ethnicity, national origin, sex, sexual orientation, gender, gender identity or expression, age, disability, socioeconomic status, religion, parental status, or pregnancy or any other class as protected by state and federal law.

Confidentiality Standards:

- Students shall be familiar and comply with all federal and state laws regarding confidentiality. Students are not to duplicate any material provided by the course instructors.

Service Delivery Standards:

- Students shall commit to creating a respectful and safe classroom environment.
- Students shall not physically, emotionally, financially, or verbally abuse their classmates, nor CADC staff.
- Students shall not offer services outside their range of competency.

Violations – Code of Procedure

- All alleged violations of this Code of Ethics and any complaints filed there under may be grounds for dismissal from the Program.

I have read this Code of Ethics and attest to understanding and agree to abide by the above.

PRINT NAME: _____ **DATE:** _____

SIGNATURE: _____



McDermott Professional Learning Center Addiction Counselor Preparatory Training Program FINANCIAL AGREEMENT

I, the undersigned student, understand that by signing the McDermott Professional Learning Center Financial Agreement. Registering for the Addiction Counselor Preparatory Training Program, I promise to pay to Haymarket Center all tuition as described below.

Please choose one of the following payment options:

OPTION 1 – PAYMENT IN FULL

Pay \$500.00 at time of registration. Pay the remaining balance of \$1300.00 on or before the first day of courses on March 19, 2024. **(*There is a \$200.00 discount for tuition payment in full prior to March 19, 2024) The total cost of the course is \$1800.00, if tuition is paid in full on or prior to March 19, 2024.**

OPTION 2 – PAYMENT PLAN

Pay \$500.00 at time of registration. The remaining balance of \$1500.00 will be paid in 6 payments of \$250.00 that are due on the first day of the month for six consecutive months. A late fee of \$25 (Twenty-Five Dollars) will be assessed for each month overdue. **The 1st payment is due April 1, 2024.**

Payments can be made by credit card (Visa, Mastercard, Discover, American Express), cash, money order or check. A \$35.00 fee will be charged for all reversed credit card payments and returned checks. Subsequent checks will not be accepted. Checks and money orders should include student's name and can be mailed to:

McDermott Center
Attn: Accounts Receivable – CADC
120 N. Sangamon St., Chicago, IL, 60607

Credit card payments are accepted in person, by phone 312-226-7984 or online at [CADC Program – Haymarket Center \(hcenter.org\)](https://hcenter.org)

Students who do not fulfill their financial obligation by October 17, 2024 will not receive a Letter of Completion nor be permitted to be in an internship until tuition is paid in full. I understand that monthly payments for tuition must be current in order to attend classes. I understand that my enrollment in the Program may be terminated due to non-payment of monthly charges. Withdrawals before March 19, 2024 will be refunded at 100% less a \$25.00 administration fee. Withdrawals between March 19, 2024 and April 4, 2024, will be refunded at 100% less a \$150.00 administration fee. Withdrawals after April 4, 2024 will forfeit any tuition paid. Haymarket Center reserves the right to review for possible refund or credit in special circumstances.

Submitting this financial agreement indicates that I have read and agree to all terms outlined above:

PRINT NAME: _____ **DATE:** _____

SIGNATURE: _____