# BREINING INSTITUTE

College for the Advanced Study of Addictive Disorders

# CATALOG 2016/17

8894 Greenback Lane, Orangevale, CA 95662
Telephone (916) 987-2007 - Fax: (916) 987-8823
9:00 A.M. – 5:00 P.M. (Monday – Friday)
E-mail: college@breining.edu
Website: www.breining.edu

**KEY STAFF AND FACULTY**
Michael J. Breining, J.D., M-RAS, President/CEO/COO
Kathy L. Christopher, J.D., M-RAS, CAO/Dean of Academic Affairs
Theresa J. Russell, Dr.AD, M-RAS, MCA, CSC, Dean of Instruction
Megan Richardson, Registrar and Admissions Director

**As a prospective student at Breining Institute, 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.**

**CATALOG EFFECTIVE DATES**
The catalog, as revised, is in effect for the September 1, 2016 through August 31, 2017 Academic School Year. Revisions may be made at any time, without notice.

This catalog is not a contract between the student, Breining Institute, or any party or parties. Reasonable effort was made at the time this document was created to ensure that all policies and provisions of this catalog were correct. Breining Institute reserves the right to make changes and addendums to current policy as required. Students affected by policy changes will be advised.

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## INTRODUCTION

Breining Institute, a California corporation, opened its doors in 1986 with a goal to provide students with the information needed to render addictive disorders education and counseling in a professional manner to those individuals in the community effected by addictions.

Breining Institute offers an Addiction Studies Certificate, an Associate of Arts Degree in Alcohol and Drug Abuse Studies, as well as Bachelor, Master, and Doctorate Degree programs in Addictive Disorders.

## STATE APPROVAL

**California State Approval**
Breining Institute is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE), Institution No. 3403181. Approval to operate means compliance with state standards as set forth in this chapter.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by Breining Institute may be directed to:

**The Bureau for Private Postsecondary Education**
2535 Capitol Oaks Drive
Suite 400
Sacramento, CA 95833
(916) 431-6959
(888) 370-7589
www.bppe.ca.gov
bppe@dca.ca.gov

## MISSION, VISION, INSTITUTIONAL OBJECTIVES, AND CORE VALUES

**Mission Statement**
Breining Institute is dedicated to providing the highest quality education possible for our students, in order to effect the best treatment available for all of the individuals and families whose lives may someday be touched by those who have come to us for their education and training.

**Vision and Institutional Objectives**

Breining Institute's vision is to be a respected leader in providing quality, affordable instruction in Addictive Disorders Studies resulting from a system of clear communication of mission, goals, and objectives. Breining Institute offers a Certificate Program as well as Degree Programs leading to Associate of Arts Degree, Bachelor of Arts Degree, Master of Arts Degree and Doctorate Degree. AS TO EACH PROGRAM Breining Institute strives to fulfill the following institutional objectives:

- Offer a dynamic, interactive education environment that engages students in the learning process
- Provide constructive feedback to promote student self- assessment and motivation

- Provide clear learning outcomes, detailed instruction, and assessment for all courses to ensure course mastery and student success
- Use technology to create effective modes and means of instruction that expand access to learning

**Core Values**
The core values are a set of principles that are aligned with Breining Institute's mission and guide the practice and development of curriculum, faculty, students, and staff.
- **Ethics –** Foster a learning environment that promotes responsible, principled behavior which respects the dignity of all members of the community.
- **Integrity** – Conduct all activities in an ethical manner. Commit to practices that are fair, honest, and objective in dealing with students, faculty members, staff, and stakeholders at all levels of the community.
- **Student Service** – Strive to ensure that curriculum, delivery, and support services respond to inquiries, requests, and concerns in an appropriate and timely manner.
- **Quality** – Provide educational programs that lead to the acquisition of knowledge and skills necessary to achieve information literacy, career advancement, personal enrichment, leadership, and service to the community. To ensure program quality, Breining Institute assesses practices, policies, and procedures on an ongoing basis to strengthen the overall effectiveness of curriculum, instructional delivery, and operations.

## STUDENT RIGHTS
Breining Institute does not discriminate on the basis of race, religion, age, sex, sexual preference, handicap, national or ethnic origin in the administration of its educational policies, admissions, scholarships or any other programs. Breining Institute facilities are accessible to usable by the handicapped. There is ground-level entry to the building, classrooms, library, administrative offices and restrooms. It is the policy of Breining Institute that all students shall receive their education in an environment that is free from all forms of sexual discrimination and harassment. Sexual harassment, whether by a faculty member, staff or student, is prohibited.

## STUDENT GRIEVENCES
Any student, staff or faculty member who feels that he or she has been discriminated against or sexually harassed is encouraged to immediately report such incident to either the Dean of Instruction or the Dean of Academic Affairs. The report may be either written or verbal, and need not be in any formal or legal fashion. The incident will be investigated and dealt with by the Dean of Academic Affairs.

## COMPLAINT
Anyone who experiences an unsatisfactory interaction with Breining Institute personnel or Faculty may file a complaint through the Academic Affairs Office by phone or e-mail.

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 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov.

## ACADEMIC FREEDOM
Breining Institute adheres to the following principles of academic freedom. As a higher education institution, Breining Institute holds the pursuit of education in highest regard

and strives to provide an environment that promotes the pursuit of truth and mutual respect to support the generation of new knowledge and reasoned argument based on scholarly justification. Teaching and learning styles may differ. Breining Institute recognizes that each faculty member will express his or her opinions and philosophies freely without censorship. Concurrently, it is important that faculty members realize their responsibility to this College to make their students understand that their expression does not represent the opinions of Breining Institute.

## ADDRESS

The address where on-campus class sessions are held is 8894 Greenback Lane, Orangevale, CA 95662. (No on-campus attendance is required for courses offered through distance learning.)

Directions:

**From I-80 (Roseville/Auburn area):** South on Sierra College Boulevard (which becomes Hazel Avenue at the Sacramento County Line) to Greenback Lane, then turn right (we will be on your left after you turn onto Greenback Lane).

**From I-80 (Sacramento area):** East on Greenback Lane (we are on your right just before you reach the intersection of Hazel Avenue).

**From US 50:** North on Hazel Avenue to Greenback Lane, then turn left onto Greenback Lane (we will be on your left after you turn onto Greenback Lane).

# PROGRAMS

Breining Institute programs provide education in the broad range of subjects that relate to alcohol and/or other drug abuse counseling, substance abuse counseling, addictive disorders, and behavioral disorders. Completion of some programs will satisfy the formal education requirements for state, national and international counselor private and/or public agency certifications, including the “RAS” or “CATC” certifications offered through Breining Institute. The education received at Breining Institute will be beneficial to those who seek to counsel individuals with substance abuse issues and addictive disorders. However, **Breining Institute programs are not designed to lead to specific positions in a particular profession, occupation, trade or career field requiring licensure.** Breining Institute degree programs do not satisfy eligibility requirements for any particular licensure exam in California or other states. Those students whose goal it is to obtain a position in a specific profession, occupation, trade or career field should check with the certifying/licensing agency or association in their particular jurisdiction for the then current requirements of the particular position.

Breining Institute degree programs are not accredited by an accrediting agency recognized by the United States Department of Education. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

***Please note that programs and courses are subject to change at the discretion of Breining Institute.***

# Certificate Programs

## Addiction Studies Certificate

Admission into the Addiction Studies Certificate Program requires high school graduation and/or General Education Development (GED) equivalent. The requirements for an Addiction Studies Certificate include successful completion of 45 Quarter units (450 hours) in the core Addictions Studies coursework listed here, and passing the nationally-administered Addiction Counselor Exam (ACE), available daily at over 500 test centers located throughout the United States and Canada.

PLEASE NOTE: Successful completion of this Certificate Program requires an Internship of 160 hours of supervised Alcohol and Other Drug training based on the curriculum contained in the TAP 21 Counselor Competencies documented by the appropriate agency supervisor(s) in an agency of the student's choice. Breining Institute does not offer placement services, and it is the responsibility of the student to procure the internship position.

The coursework includes:

- Introduction and history
- National and local program approaches
- Review of family systems
- Development of personality and denial
- Cultural and lifestyle differences in CD/Special Populations
- Prevention, Intervention and Education
- Employee Assistance Programs
- Legal and Confidentiality Issues/Ethics/Prevention Sexual Harassment
- Self Help Groups/Twelve Step Therapy
- Disease Concept of Addiction
- Physiology and Pharmacology
- Illicit Drug Abuse
- Medical Treatment
- Fetal Alcohol and Drug Syndromes
- Perinatal Care and CD
- HIV / ARC / AIDS / Communicable Diseases
- Smoking Addiction
- Eating Disorders
- Compulsive Gambling
- Sexual and other Behavioral Addictions
- Co-Dependency
- Gender and Sexuality issues
- Role/Responsibility of the Counselor
- Intervention Techniques
- Individual Counseling Techniques
- Group Counseling Techniques
- Family Counseling Techniques
- Personal and Professional Growth
- Relapse and Burn-out Prevention

❖Therapeutic Approaches in Treatment
❖Assertiveness Training
❖Adolescent Counseling Techniques
❖Dual Diagnosis/DSM-IV/Co-Occurring Disorders/PTSD
❖Case Management and Assessment
❖Internship Process/Twelve Core Functions/TAP 21

Enrollment in the **Fast Track Section** of the Addiction Studies Certificate is offered to those students wishing to complete only the minimum educational requirements for initial certification of Alcohol and Other Drug Abuse Counselors (California Code of Regulations, Title 9, Division 4, Chapter 8, Subchapter 3, Section 13040) and this section includes the following courses from the above list: Cultural Difference/Special Populations, Prevention and Education, Legal and Confidentiality Issues / Ethics / Prevention of Sexual Harassment, Self-Help and Twelve Step Therapy, HIV / ARC / AIDS / Communicable Diseases, Role of the Counselor, Individual Counseling Techniques, Dual Diagnosis/DSM IV/Co-Occurring Disorders / PTSD, Internship Process, TAP 21 and Twelve Core Functions, and Case Management. The Fast Track Section includes 17 Quarter units (170 hours) of study and students who complete only the Fast Track Section do not earn the Addiction Studies Certificate.

PLEASE NOTE: Successful completion of the Fast Track Section of the Certificate Program requires an Internship of 160 hours of supervised Alcohol and Other Drug training based on the curriculum contained in the TAP 21 Counselor Competencies documented by the appropriate agency supervisor(s) in an agency of the student's choice. Breining Institute does not offer placement services, and it is the responsibility of the student to procure the internship position.

IMPORTANT NOTE: Completion of the Fast Track Section does not constitute completion of the Addiction Studies Certificate Program and no certificate or diploma will be issued, although an official transcript will be provided showing the completed units. To graduate from the Certificate Program, the student must enroll in and successfully complete the remaining 28 units.

Completion of the Fast Track Section only does not qualify the student for RAS or CATC certification in California.

# Degree Programs

BPPE-required 5 CCR § 71775.5 notice:
Pre-Enrollment Disclosure; Notice to Prospective Degree Program Students; Institutions with Existing Approvals to Operate.
This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:
• Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
• Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).
If this institution stops pursuing accreditation, it must:
• Stop all enrollment in its degree programs, and
• Provide a teach-out to finish the educational program or provide a refund.
An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

### Associate of Arts in Alcohol and Drug Abuse Studies

Admission into the Associate of Arts Degree Program in Alcohol and Drug Abuse Studies requires high school graduation and/or General Education Development (GED) equivalent. The requirements for the Associate of Arts degree program in Alcohol and Drug Abuse Studies include successful completion of 300 hours of general education study, 45 Quarter units (450 hours) of required Lower Division core courses, and 15 Quarter units (150 hours) in an elective specialty:
The general education requirement includes a minimum of 50 hours in each of the following areas included in the total of 300 hours:

- Communication
- Mathematics
- Humanities/Fine Arts
- Social Sciences
- Natural Science

The required Lower Division core courses include those courses listed (above) for the Addictive Disorders Certificate Program. PLEASE NOTE: Successful completion of this degree program requires an Internship of 160 hours of supervised Alcohol and Other Drug training based on the curriculum contained in the TAP 21 Counselor Competencies documented by the appropriate agency supervisor(s) in an agency of the student's choice. Breining Institute does not offer placement services, and it is the responsibility of the student to procure the internship position. The additional 15 Quarter units (150 hours) in elective studies may be chosen from one of the following specialties:

- Employee Assistance Programs
- Intervention and Prevention
- Clinical Supervisor Course

## Bachelor of Arts in Addictive Disorders

Admission into the Bachelor of Arts Degree Program in Addictive Disorders requires high school graduation and/or General Education Development (GED) equivalent. The requirements for the Bachelor of Arts degree include successful completion of 300 hours of general education study, 45 Quarter units (450 hours) of required Lower Division core courses, 15 Quarter units (150 hours) in an elective specialty, and 90 Quarter units of Upper Division Addictive Disorders courses (which will include a 5,000+ word Thesis of original work.)

The general education requirement is the same as is explained within the Associate of Arts degree program description. The required core courses include those courses listed above for the Addictive Disorders Certificate Program. (PLEASE NOTE: Successful completion of the lower division units in the Breining Institute Certificate Program requires an Internship of 160 hours of supervised Alcohol and Other Drug training based on the curriculum contained in the TAP 21 Counselor Competencies documented by the appropriate agency supervisor(s) in an agency of the student's choice. Breining Institute does not offer placement services, and it is the responsibility of the student to procure the internship position.) The additional 15 Quarter units in elective studies are those identified within the Associate of Arts degree program description above, or comparable studies completed at an approved or accredited institution. An Associate of Arts Degree in Addictive Disorders (or in a closely related discipline) earned at an approved or accredited institution may satisfy the General Education and Lower Division requirements.

The Upper Division courses in the Bachelor of Arts Degree Program will include 90 Quarter units from the following:

- Advanced Physiology
- Dual Diagnosis
- Co-Dependency
- School and Youth Prevention
- Program Administration and Supervision
- Advanced Individual and Group Counseling Psychotherapy
- Women's Issues in Addiction
- Men's Issues in Addiction
- Drinking Driver Program Operation
- Special Problems for Cultural and Lifestyle Differences
- Employee Assistance Program Development and Operations
- Assertiveness Training and Anger Management
- Special Problems in Sports and Performance Drug Addiction
- Thesis – 5,000+ paper of original work

## Master of Arts in Addictive Disorders

Admission into the Master of Arts Degree Program in Addictive Disorders requires a Bachelor of Arts degree in Addictive Disorders (or other closely related discipline) from an approved or accredited institution (which degree includes the 45 Quarter units of required core courses listed above in the Certificate Program description.) If the underlying Bachelor of Arts Degree is in a closely related discipline but does not include

all of the required core courses, Breining Institute offers a combination Master of Arts Degree in which the student will complete the Fast Track Section of the Certificate Program in Addictive Disorders prior to or concurrently with the below listed Graduate level courses in order to earn the Master of Arts Degree.

The requirements for the Master of Arts Degree in Addictive Disorders include successful completion of 45 Quarter units of Graduate level course work in Addictive Disorders studies (which will include a 5,000+ word Thesis), completion of a minimum of 40 hours of individual and/or group therapy, and passing the Private-practice / Clinical Supervisor (PCS) Final Exam, available daily at over 500 test centers located throughout the United States and Canada. The Graduate level courses in the Master of Arts Degree Program will include 45 Quarter units from the following:

- Clinical Supervisor Competency
- Women in Treatment: Special Considerations
- Examination of Co-occurring Disorders
- Medication-Assisted Treatment
- Competency in a Forensic Treatment Setting
- New Developments in Addictive Disorders
- Co-dependency or Nurturing
- Dual Diagnosis Evaluation and Treatment
- School and Youth Prevention Specialist
- Program Administration and Supervision
- Advanced Counseling Psychology
- Women's Issues and Special Populations
- Advanced Hypnotherapy Internship
- Body-Mind Techniques in Recovery
- Alternative Health Care Resources
- Nutrition and Exercise in Recovery Milieu
- Employee Assistance Programs
- Thesis – 5,000+ paper of original work

The Master of Arts Degree requires a minimum of 40 hours of individual and/or group therapy completed by the degree candidate, over a period of at least 4 months, within a year's time before or after enrollment in the Master of Arts degree program.

## Doctorate Degree in Addictive Disorders

Admission into the Doctor of Addictive Disorders (Dr.AD) Degree Program requires a Master of Arts degree in Addictive Disorders (or other closely related discipline) from an approved or accredited institution (which degree includes the 45 Quarter units of required core courses listed above in the Certificate Program description.) If the underlying Master of Arts Degree is in a closely related discipline but does not include all of the required core courses, Breining Institute offers a combination Doctorate Degree in which the student will complete the Fast Track Section of the Certificate Program in Addictive Disorders prior to or concurrently with the below listed Graduate level courses in order to earn the Doctor of Addictive Disorders (Dr.AD) Degree.

The requirements for the Doctor of Addictive Disorders (Dr. AD) Degree include successful completion of 80 Quarter units of Graduate level course work in Addictive Disorders studies (which will include a 10,000+ word Dissertation), completion of a

minimum of 40 hours of individual and/or group therapy, and passing the Private-practice / Clinical Supervisor (PCS) Final Exam, available daily at over 500 test centers located throughout the United States and Canada. The Graduate level courses in the Doctor of Addictive Disorders Degree Program will include 80 Quarter units from the following courses:

- Clinical Supervisor Competency
- Women in Treatment: Special Considerations
- Examination of Co-occurring Disorders
- Medication-Assisted Treatment
- Competency in a Forensic Treatment Setting
- Study of Graduate-level Scholarly Articles
- Genetic Predisposition to Addictive Disorders
- Co-dependency Issues Among Health Care Professionals
- Societal Co-dependency and Enabling Issues
- Treatment Approaches in Foreign Countries
- Dissertation - 18 Quarter units devoted to a Doctorate-level 10,000+ word dissertation of original work in a specialty of the student's choosing (with prior approval by a Faculty Mentor) or in an area from the list of electives offered by Breining Institute.

# Faculty

## KEY STAFF AND FACULTY

Michael J. Breining, J.D., M-RAS, President/CEO/COO
Kathy L. Christopher, J.D., M-RAS, CAO/Dean of Academic Affairs
Theresa J. Russell, Dr.AD, M-RAS, MCA, CSC, Dean of Instruction
Megan Richardson, Registrar and Admissions Director

## FACULTY

The faculty members at Breining Institute are sought out for their practical, hands-on experience, as well as their academic achievements, in order to bring to the students the most value within their formal education and training. For this reason, most of our faculty is actively engaged in professional activity outside of instructing or mentoring students. While this may limit on-campus visitation with the instructors and mentors, each is committed to being available with an appointment at the campus before and after class hours, at their own offices with appointments, and at times and locations of convenience to both the student and faculty member. And, for the distance learning students, communication by teleconferencing and correspondence by facsimile and e-mail provide the student with valuable faculty interaction.

Interaction with the course instructor is the front-line of academic support to students to help them master the course content. Breining Institute employs a traditional course structure of multiple students per faculty member. However, each student receives personalized attention that is tailored to his or her individual needs and preferences. The main academic goals are that the student master the course learning objectives and complete all work within the course timeframe. The instructor's main responsibility is to work closely with the students to ensure their learning success. Faculty is responsible for initiating contact with students through e-mail at the start of the course and to monitor student interaction throughout the course by e-mail, assignment submission and grading, and student-centered assignment feedback.

Continuous improvement and institutional effectiveness are essential to student satisfaction and academic progress. As such, outreach efforts to foster student interaction for learning purposes are continually evaluated by Breining Institute faculty members and staff. Evaluation includes student end-of-course surveys which include items that pertain directly to the evaluation of faculty. Student responses are reviewed toward the end goal of improving academic progress.

### Faculty Members

***Posthumous Recognition:***

**BERNARD G. BREINING, Dr.AD, RAS,** the founder of Breining Institute, served as the Dean of Instruction, and was instrumental in the development of course curriculum. During his lifetime, Dr. Breining was a respected and much loved expert in the field of Addictive Disorders Studies who served on the Board of Directors of the National Association of Alcoholism and Drug Abuse Counselors (NAADAC), as well as on the Written Exam Committee for the International Certification Reciprocity Consortium (ICRC) that created the international examination for counselor certification. As an active

member of his community, for over 25 years he served on the Board of the Mental Health Association; on the County Alcoholism Advisory Board; on the Advisory Board for the Handicapped; on the Mayor's Task Force on Drug Abuse; as Executive Director of National Council on Alcoholism (Sacramento Chapter); as facilitator for the Physicians Diversion Program, the Impaired Pharmacists Program, and the Dental Board Diversion Program; and, as a Drug and Alcohol Abuse Counselor in private practice. Dr. Breining served as the President-elect of California Association of Alcoholism and Drug Abuse Counselors (CAADAC) in 1995-96, and as President in 1997, after serving for many years on its Board of Directors, as well as its Certification and Education boards. He earned his Bachelor of Science degree in Health and Human Services from Columbia Pacific University, his Master of Arts degree in Addictive Disorders and his Doctor of Addictive Disorders (Dr.AD.) from Breining Institute. Among the honors bestowed upon Dr. Breining during his lifetime: an Original Member of the *Council of Fellows of CAADAC*; the *Harold Cole Award*; and the *George C. Cobbs Award*. Dr. Breining was an Internationally Certified Alcohol and Drug Counselor (ICADC), a Certified Clinical Supervisor (CCS), a Certified Employee Assistance Professional (CEAP), a Certified Clinical Hypnotherapist (CCHT), a Certified Intervention Specialist (CDIS), and a Certified Addiction Specialist (CAS). He authored the original workbooks which were later used in the development of *The Addiction Professional, Manual for Counselor Competency,* an instructional textbook in the subject matters of addictive disorders and counselor competencies that is currently used in programs at Breining Institute as well as other colleges. Dr. Breining held a lifetime teaching credential from the State of California, and was an educator in the field of addiction studies until his death in 2006.

***Current Faculty:***

**MICHAEL J. BREINING, J.D., Dr.AD, M-RAS,** continuing the Breining dedication to excellence in Addiction Studies Counseling education, he serves as the President, CEO and COO of Breining Institute. Mr. Breining has been an attorney licensed to practice law in California, federal, and tax courts since 1983. Formerly a registered Legislative Advocate and General Counsel for a nonprofit professional association that works to promote the business interests of manufacturers in government and the private sector, he authored *Manufacturers and The Law: Significant Court Decisions Affecting California Manufacturers* (1984, CMA Publication.) He served as the first President of the Service Corporation of the California Manufacturers Association, where his specialties were in human services and the development of income-generating programs and services. As a Certified Tax Specialist, he was previously employed as Appellate Counsel by the State of California, Franchise Tax Board. Since 1986, his legal, business and tax education and expertise have been directed to the betterment of Breining Institute, the College for the Advanced Study of Addictive Disorders, as well as the Breining Institute Certification Division. Mr. Breining is Program Director of the Breining Institute First Offender Driving Under the Influence (DUI) Program operated under license by the State of California and Sacramento County contract. In this capacity, he has since 1990 directed the DUI Program which offers court mandated alcohol and drug education and counseling in four Sacramento County locations. He is the founder of the Breining Research and Education Foundation, a nonprofit public benefit corporation dedicated to the study of addictions and the dissemination of information related to the effects of addictive disorders in society. Mr. Breining is the co-author and principle editor of *The Addiction Professional, Manual for Counselor Competency,* (2nd Ed., 2008) and *The Clinical Supervisor, Training Manual for Clinical Supervisor Competency in the Addiction Treatment Setting* (2010). He is also principle editor of *The Forensic Counselor, Training Manual for Addiction Counselor Competency in a Forensic Treatment Setting* (2011); as well as principle

editor of the Breining Research and Education Foundation publication, *Journal of Addictive Disorders,* a research publication offered without charge to the general public and addiction professionals in the field. In furtherance of his commitment to community involvement, Mr. Breining is also an American Sport Education (ASEP) certified coach for interscholastic (high school) level sports, and has years of volunteer coaching experience in football and baseball. Mr. Breining earned his Juris Doctor degree from University of the Pacific - McGeorge School of Law and his Dr.AD from Breining Institute. Mr. Breining holds a Masters Level Registered Addiction Specialist Certification (M-RAS), Clinical Supervisor Credential (CSC), National Certified Addiction Counselor (NCAC I) certification, and Master Addictions Forensic Counselor Certification (International Forensic Counselors Coalition).

**MATTHEW M. BREINING, J.D.,** provides the third generation of Breining Institute commitment to providing quality education. He earned his Juris Doctor degree, graduating "With Great Distinction", from University of the Pacific - McGeorge School of Law in 2015. His Juris Doctor degree includes the conferring of concentrations in Business and in Intellectual Property. While completing his legal education, Mr. Breining provided quality legal research, analysis, case management, and preparation of court pleadings to general civil law and business firms both in Northern and Southern California, successfully petitioning the United States Patent and Trademark Office. Mr. Breining's experience in criminal law includes an Internship in the Sacramento County District Attorney's office. He earned his Bachelor of Arts Degree in Criminal Law and Society, graduating *cum laude*, from University of California, Irvine. In addition to being a contributing editor of the Breining Research and Education Foundation publication, *Journal of Addictive Disorders,* a research publication offered without charge to the general public and addiction professionals in the field, Mr. Breining is the Director of Information Technology for the college.

**KATHY L. CHRISTOPHER, J.D., Dr. AD, M-RAS,** serves as the Dean of Academic Affairs. She has been an attorney licensed to practice law in California and federal courts since 1981, and is licensed to practice before the United States Supreme Court. Prior to settling into private practice, Ms. Christopher held the position of Research Counsel to the California Appellate Court, Third District Court of Appeals where she prepared research and position briefs for the benefit of the Court regarding pending appellate matters. While a partner in a major law firm in Sacramento, she was actively engaged in civil trial practice for over 15 years specializing in appellate practice, insurance coverage, medical malpractice, education and labor law. Her clients included school districts, public entities, employers, insurance carriers, medical practitioners, and health maintenance organizations. During a brief sabbatical from the law firm, Ms. Christopher worked with the University of California, Davis in the Office of the Campus Counsel, for the purpose of negotiating and implementing the contracts and zoning clearances. She joined Breining Institute on a full time basis in 1996, and in addition to her position as Dean of Academic Affairs, she also serves as Vice-President, Legal and Finance. Ms. Christopher is the co-author and principle editor of *The Addiction Professional, Manual for Counselor Competency,* (2nd Ed., 2008) and editor of *Women in Treatment, Substance Abuse Counselor Specialty Training Manual* (2011). She is an appointed member of the Registered Addiction Specialist Certification Board where she participates in the development and implementation of the requirements and standards related to Alcohol and Other Drug Abuse Counselor certification. She serves as President of the Breining Research and Education Foundation, a non-profit public benefit

corporation, in which capacity she manages the administrative and academic operations of this research foundation as it promotes research and education in the field of addictive disorders through various means including research grants and scholarships. She oversees the publication by the Foundation of the *Journal of Addictive Disorders,* a research publication offered without charge to the general public and addiction professionals in the field. Ms. Christopher earned her Dr.AD from Breining Institute; and her Juris Doctorate degree from University of the Pacific - McGeorge School of Law, graduating in the top of her class and was inducted into the academic honor society, *Order of the Coif*, for her superior academic achievements. She was awarded the American Jurisprudence Award for academic excellence. Professional associations include membership in the California Women Lawyers Association, American Bar Association, and the Sacramento County Bar Association. Ms. Christopher holds a Masters Level Registered Addiction Specialist Certification.

**SHIRLEY D. ROWLAND, Dr.AD, RAS, CADC II**, is a certified Alcohol and Drug Abuse Counselor and Addictive Disorders Specialist who is also a Native American Spiritual Advisor. She has been an instructor at University of California - Davis in its Alcohol and Drug Studies program, a Board Member in Training and Education for the Commission for Alcoholism and Drug Counselors Education Program, and Senior Mental Health Counselor, CalWORKS Clinical Team for the County of Sacramento. Other affiliations have included private consulting to New Dawn Chemical Dependency Recovery Center, Birth and Beyond, the Family Transitional Housing for Volunteers of America, and State Aging Constituency Committee member. Dr. Rowland is a CAADAC/ICADC-certified counselor, also certified by the Indian Alcoholism Commission of California, who has provided counseling education and services within a number of environments, including the East Yolo Information Center as a Program Director for Alcohol and Drugs; Millhouse Treatment Center; Somerset Convalescent Hospital; and Serendipity Psychiatric Treatment Center. She is the author of the two books, *Looking for Normal*, and *The Medicine Wheel and the Twelve Steps of AA.* She has served as a counselor in drinking driver programs for Breining Institute and the Safety Center. Dr. Rowland has received advanced training in Anger Management, Co-dependency and Family Issues. She earned her Bachelor of Arts degree in Psychology from California State University, Sacramento; a certificate in Agency Leadership from University of San Francisco; her Master of Arts degree in Addictive Disorders from Breining Institute; and her Doctor of Addictive Disorders (Dr.AD) degree from Breining Institute.

**THERESA RUSSELL, Dr.AD, M-RAS, MCA, CADC II, CSC,** serves as Dean of Instruction and has been a faculty member of Breining Institute since 2005. Dr. Russell has extensive clinical and supervisory experience in Alcohol and Other Drug Counseling. She formerly managed transitional living facilities in Northern California; and since 2000 has provided individual and group counseling, client education course instruction, case management, intervention, crisis management, training and supervision of staff and volunteer counselors, and coordination of community services and client support systems relating to alcohol and other drug abuse education, treatment, and services. She currently also holds the position of lead Counselor in the Breining Institute First Offender Driving Under the Influence Program. Dr. Russell earned her Bachelor of Arts Degree in Behavioral Sciences in 1999 from National University; her Master of Arts Degree in Addictive Disorders from Breining Institute; and her Doctor of Addictive Disorders (Dr.AD) degree from Breining Institute.

**KATHERINE M. THIERS, BSN, CRNA, RN, PHN,** a Certified Registered Nurse Anesthetist licensed by the California Board of Registered Nursing since 2009, her former employment has included critical care nursing in the Level III Neonatal Intensive Care Unit of the University of California Irvine Medical Center where she directed the care and management of neonates effected by Fetal Alcohol Syndrome and the myriad other disorders and effects related to addictive disorders during pregnancy. She is Researcher and Co-author of *Prognostic Factors in Buprenorphine vs. Methadone Maintained Patients* (currently undergoing review and edit for publication in the *Journal of Addictive Disorders*). She is also author of other nursing and public health research papers that include: *Acute Central Nervous System Injury and the Effects of Therapeutic Hypothermia*; and *Orange County: A Public Health Assessment and Profile.* Ms. Thiers graduated *cum laude* with a Bachelor of Science Degree in Nursing from the University of California, Irvine. She thereafter earned a Master of Science Degree in Nursing - Certified Registered Nurse Anesthetist program - from Samuel Merritt University. She has been credentialed by the National Board of Certification and Recertification for Nurse Anesthetists since 2013. As a provider of anesthesia in her position at Kaiser Permanente North Valley, she is involved in the physiology and pharmacology and other aspects of anesthesia, including general and regional techniques as well as cases involving conscious sedation and other ancillary services such as pain management through the use of narcotics and other anesthetic drugs and agents.

**SEAN T. THIERS, BSN, CRNA, RN, PHN, CCRN,** a Certified Registered Nurse Anesthetist licensed by the California Board of Registered Nursing since 2009, his former employment has included critical care nursing in the ACS Level I Surgical/Trauma Unit of the University of California Irvine Medical Center where he directed the care and management of Intensive Care Unit patients. He is Researcher and Co-author of *Prognostic Factors in Buprenorphine vs. Methadone Maintained Patients* (currently undergoing review and edit for publication in the *Journal of Addictive Disorders*). He is also author of other nursing and public health research papers that include: *Orange County is Uninsured: A Community Assessment and Intervention; Defining Public Health Nursing: The Public Health Nursing Interventions Model;* and *The Necessity of the Advance Directive During End-of-Life Care.* Mr. Thiers graduated with a Bachelor of Science Degree in Nursing from the University of California, Irvine where he excelled in the study of Human Health and Disease, Applied Pharmacology, Anatomy and Physiology, Nursing Research, Psychiatric Mental Health, and Community Health. He thereafter earned a Master of Science Degree in Nursing - Certified Registered Nurse Anesthetist program - from Samuel Merritt University. He has been credentialed by the National Board of Certification and Recertification for Nurse Anesthetists since 2013. As a provider of anesthesia in his position with Sacramento Anesthesia Medical Group, he combines his nursing skills and scientific knowledge with the physiology and pharmacology related to all aspects of anesthesia and pain management through the use of narcotic analgesics and other drugs and medications such as neuromuscular blocking agents, anticholinergics, and antispasmodics.

**SALLY WYNN, Dr.AD, M-RAS, MCA, CSC, CATC,** is owner of Sally Wynn & Associates, an outpatient Alcohol and Other Drug Abuse Treatment Center, she provides intervention, counseling, case management and concierge services in the greater Sacramento area. A former partner in AOD Continuing Education, LLP, she remains a nationally recognized trainer and instructor in Alcohol and Other Drug Abuse education and treatment. Ms. Wynn has served as Clinical Director and Executive Director, facilitated the startup of an innovative program serving homeless individuals

with HIV/AIDS in California, facilitated the startup and successful licensure of a new treatment center in Idaho and recently developed and implemented insurance billing protocols. She continues to provide services nationally as a consultant and trainer in the field of Alcohol and Other Drug Abuse recovery, treatment, and supportive services. She is a contributing author to numerous publications including: *The Addiction Professional, Manual for Counselor Competency* (2nd Ed., 2008); *The MAT Counselor: Handbook for Certification of Counselors Working in a Medication-Assisted Treatment Setting* (Breining Inst. 2010); *The Forensic Counselor, Training Manual for Addiction Counselor Competency in a Forensic Treatment Setting* (Breining Inst. 2011); *The Clinical Supervisor: Training Manual for Clinical Supervisor Competency in the Addiction Treatment Setting* (Breining Inst. 2010); and *Women in Treatment, Substance Abuse Counselor Specialty Training Manual* (Breining Inst. 2011). Ms. Wynn earned a Master of Arts degree in Addictive Disorders Studies and a Doctor in Addictive Disorders (Dr.AD) degree from Breining Institute. She holds certifications which include Master Counselor in Addictions, Clinical Supervisor Credential, and Masters Level-Registered Addiction Specialist.

BREINING INSTITUTE
SACRAMENTO, CA

# Application / Enrollment

## APPLICATION AND ENROLLMENT PROCESS

Breining Institute's admissions policy is oriented to adult learners who typically have previously completed undergraduate level courses. To be admitted to the Certificate, Associate of Arts Degree or Bachelor's Degree programs, students need to submit evidence of a high school diploma, GED certificate or an international equivalent. To be admitted to a Master of Arts Program, students need to submit evidence of a Bachelor of Arts Degree; and to be admitted to the Doctorate Degree Program, students need to submit evidence of a Master of Arts Degree.

Admission to Breining Institute is based on evidence of a student's ability to benefit from its educational program. Such evidence may include the student's academic record in other institutions, professional experience, life experience, motivation and educational objectives. Generally, any adult who has completed high school, or the equivalent, and who meets the requirements within the Degree or Certificate program to which they are applying may apply for admission, by doing the following:

***Step 1: Apply for Admission to the College***

- Complete an Application for Admission (which the student can print by using the "quick link" to the Application for Admission on the Breining Institute website home page found at www.breining.edu);

- Include with the Application a Letter of Intent, which is a short biography and statement of why the student wishes to enroll in the chosen course of study;

- If applicable, the student must be actively involved in a program of recovery, and document no less than 24 months of immediate and continuous sobriety. This can be in such programs as AA, NA, Alanon, OA, EA, GA, ACA, SLA or other similar 12-step program of therapeutic recovery;

- Include with the Application a Letter of Support from a colleague and/or Counselor verifying the student's experience and/or interest in the field;

- Include with the Application official documentation of high school graduation (or GED equivalency) and official transcripts from approved and/or accredited institutions for documentation of any required underlying degrees, or to document previously completed classes for which the student will want credit; and,

- Include the Registration Fee in the amount of $75, which is nonrefundable;

- Mail your completed Application for Admission with the above listed documents. Breining Institute offers open enrollment, so you may submit your application at any time.

***Step 2: Transfer Credit Evaluation***

As soon as the student has completed the Application requirements, the information is

sent to the Registrar for credit evaluation if applicable. An unofficial transcript may be sent from the applicant to Breining Institute to facilitate the credit evaluation, but a sealed *official transcript* which must be submitted to Breining Institute before the end of the student's program of study. Please see the section below titled "Transfer of Credit Policy" for details regarding transfer of credit.

***Step 3: Creation of the Program of Study***
After the transcripts are evaluated and transfer credit is articulated to the selected program (if applicable) a personalized program of study showing the courses required to graduate is created and sent to the applicant by mail.

***Step 4: Enrollment Process***
If offered acceptance, you will be mailed an Enrollment Agreement which you must review, sign, and return to Breining Institute before beginning classes. This agreement includes items pertaining to the program of study into which you have been admitted, tuition, books, payments and prepayment options.

***Step 5: Admissions Exam***
Breining Institute employs an admissions examination to evaluate incoming students' skill level in basic reading, spelling and problem solving. Breining Institute will not admit a student if the student appears to be obviously unqualified or who does not appear to have a reasonable prospect of completing the program. The exam typically takes less than an hour to complete and is administered at no cost to students. This examination is administered by on-line delivery and the student must achieve a passing score of 60% on the admissions examination.

***Step 6: Getting Started***
The applicant is accepted once the Enrollment Agreement is signed, returned, and processed and the student has passed the Admissions Exam.

## Non-Degree Seeking Students
Breining Institute welcomes individuals who are not seeking a degree from the college but wish to continue their education for college credit. Non-degree seeking students are individuals who may be taking coursework for personal enrichment, job enhancement, or certification. Non-degree seeking students may enroll in the Fast Track Section of the Certificate Program or enroll into a Certificate Program.

Non-degree seeking students must formally apply and are subject to all policies and procedures that apply to undergraduate students, as outlined in this catalog. These students must show proof of a high school diploma or equivalent. Transcripts (prior college) are not required to enroll as a non-degree seeking student. There are no additional fees and tuition is the same regardless of the student status.

## PREREFERRAL PROCESS
Prereferral is the process that involves identifying problems that might be experienced by students in the regular classroom or in on-line instruction, identifying the source of the potential problems (student, teacher, curriculum, environment, etc.), and taking steps to resolve the problem prior to admission. The process starts with the completion of the Admissions Exam. Follow-up advisement occurs in the event that the Admissions Exam is not passed to develop strategies to promote success.

## REFERRAL

Upon demonstration before or after enrollment that a student's needs (educational and/or occupational) cannot be met by the education programs offered by the college, referrals are made to community resources that may include English proficiency, counseling, alternative education providers (general and/or special education), alternative career counseling, medical and emotional health care providers.

## TRANSFER OF CREDIT POLICY

Breining Institute will consider for transfer credit in the Associate of Arts and Bachelor of Arts Degree programs previously completed course work in General Education or Addictive Disorders Studies (or a reasonably related discipline) completed at an approved and/or accredited institution of higher learning which is properly documented by official transcript. Course work considered to be within a "reasonably related discipline" may include courses from other majors such as Counseling, Alcohol and Drug Abuse Studies, Human Services, Health, Psychology, Religion, Criminal Justice, and Education so long as the course work is similar in content to comparable courses in the Breining Institute curriculum. The student must be able to provide an academic catalog and/or course outline from the institution awarding credit. Credit is transferred on the basis of courses in which the student has earned grades of "C-" or better. Credit hours are determined by multiplying semester units by 15 and quarter units by 10.

Credit transfer for a course not currently offered can be applied if the course is comparable or equivalent to the appropriate general education subject area. For example, a Biology course would be transferred into Natural Science General Education subject area.

The extent to which transfer credit is accepted depends on the specific program of study:

- Addiction Studies Certificate Program – Transfer credit is not currently accepted in this program of study.

- Associate of Arts in Alcohol and Drug Abuse Study Program – Transfer credit is currently accepted in this program of study. Students may receive transfer credit for a maximum of 300 hours of General Education and a maximum of 150 hours of lower division Addictive Disorders Studies (or a reasonably related discipline).

- Bachelor of Arts in Addictive Disorders Program – Transfer credit is currently accepted in this program of study. A maximum of 75 percent of the units or credit that may be applied toward the award of a Bachelor's degree may be derived from units earned at other approved and/or accredited institutions. Within this 75 percent maximum, students may receive transfer credit for a maximum of 300 hours of General Education and a maximum of 600 hours of lower division Addictive Disorders Studies (or a reasonably related discipline) and 450 hours of upper division Addictive Disorders Studies (or a reasonably related disciple).

- Master of Arts in Addictive Disorders Program – Transfer credit is not currently accepted in this program of study.
- Master of Arts in Hypnotherapy and Holistic Health Program – Transfer credit is not currently accepted in this program of study.

- Doctor in Addictive Disorders Program – Transfer credit is not currently accepted in this program of study.

Breining Institute reviews submitted transcripts for transfer credit on a case-by-case basis and may require additional documentation such as course descriptions and catalogs to aid in its evaluation. Breining Institute retains sole authority to determine the award of transfer credit, if any, and this determination is final and not subject to review or appeal by the student.

Grades in transferred courses are not included in the Breining Institute grade point average and are not posted on a student's Breining Institute transcript.

**Experiential Credit and Challenge Examinations**

Breining Institute does not award credit for prior experiential learning in any of its programs of study. Breining Institute does not award credit based upon challenge examinations or achievement tests.

**Articulation Agreements**

There are currently no transfer or articulation agreements between Breining Institute and any other college or university.

**Transfer out**

Breining Institute is a leader in offering quality Addictive Disorders Studies education. The Addictive Disorders Studies major and the Breining Institute courses are not widely available in other colleges and universities. Each institution has its own transfer for credit policy, and students who will seek to transfer units earned at Breining Institute in this major should check with the institution to which they will seek credit before they complete Breining Institute courses to determine if the courses will transfer for credit into the programs offered at the other institution.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

"The transferability of credits you earn at Breining Institute 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 Breining Institute 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 of 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 Breining Institute to determine if your credits or degree, diploma or certificate will transfer."

# Academic Information

## Academic Affairs
The academic affairs department, through the academic dean, primarily serves as the institutional voice for curriculum research and selection, instructional design, course development, faculty selection, articulation, student retention, outcomes assessment, and oversight for the college.

## Instructional Model
Breining Institute's goal is to provide a high-quality educational experience to both students and faculty through on campus and online learning using innovative technologies and teaching techniques.

## Academic Quarter
Breining Institute operates on a quarter system and courses are awarded quarter credit. Quarters are 12-weeks in length. If a student transfers over credit taken at a semester-based institution, the credit is converted to the quarter equivalent. One semester credit is equivalent to 1.5 quarter credits.

## Holidays
The Breining Institute campus is closed on the holidays listed below.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

## ACADEMIC STANDARDS

### Probation and Dismissal
A student may be placed on probation, suspended or dismissed for reasons which include, but are not limited to, any of the following:

- Plagiarism;
- Cheating or other academic dishonesty;
- Disruption of the educational or administrative process;
- Physical abuse or the threat of physical abuse to students or faculty;
- Sexual harassment;
- Theft of school property;
- Possession or use of explosives or deadly weapons;
- Lewd, indecent or obscene behavior on Breining Institute property;
- Soliciting or assisting another to an act which would subject a student to a serious school sanction;
- Any action which would grossly violate the purpose of the Breining Institute or the rights of those who comprise the school;
- Failing to complete the registration process;
- Failing to attend when attendance is required; or

- Failing to pay tuition and fees when due.
- Violating the College Alcohol & Drug Policy.

If the student faces administrative probation, suspension, or dismissal, then notification will be made by mail or e-mail through Academic Affairs. A student who disputes this action should contact the Dean of Academic Affairs and prepare a written response to the notification. Decisions by the Dean of Academic Affairs are final.

Faculty assess the quality of the students' contributions during the course by grading each assignment. Assignments include: Reading assignments, Research assignments, written essays, on-line tests, and final exams. Each student is required to submit all assignments.

Failure to complete assignments and maintain a passing course grade of 2.00 or ("C") grade or better will contribute to unsatisfactory academic progress.

Points for assignments are awarded based on the following criteria. Student's work should:

- Demonstrate mastery of the course objectives
- Reflect original thought and reflection on the course topics
- Reflect content offered in the assigned course readings and feedback from the Faculty
- Demonstrate evidence of critical thinking, thorough reading, and analysis of the material being studied and discussed

A student may have one the following Academic Status Types: Good Academic Standing, Academic Probation, Academic Dismissal. Any student who maintains Satisfactory Academic Progress by meeting the minimum 2.00 Grade Point Average and assignment completion will remain in Good Academic Standing. Any student who does not meet the minimum 2.0 cumulative GPA or who fails to complete assignments may receive a written notice and be placed on Academic Probation status. If a student shows acceptable improvement of their cumulative GPA during their probationary period the student will be removed from academic probation. Any student who does not earn the minimum cumulative 2.00 GPA or satisfy the minimum credit completion earned while on Academic Probation will receive a written notice and will be subject to Academic Dismissal.

Academic Dismissal means that the student has not maintained satisfactory academic standards and is involuntarily separated from the college. A student who is academically dismissed is ineligible to continue enrollment and may not be readmitted before the lapse of at least one quarter. Any student notified of academic dismissal may not appeal the decision. Upon the passing of one quarter, the student will be permitted to re-apply for enrollment and to demonstrate any mitigating circumstances that explain the prior unsatisfactory academic performance and a likelihood of success if allowed to continue at Breining Institute.

**Awarding of Grades**

Grades are awarded by the Faculty for class attendance (when required) and completed assignments. Any student who earns less than a "C-" in any course can repeat that

course one time and be awarded a "C-" or better in order to receive credit for that course. The Grading system is based on letter grades and points per grade are as follows:

| | | |
|---|---|---|
| 4.00 points | = | A |
| 3.70 points | = | A- |
| 3.30 points | = | B+ |
| 3.00 points | = | B |
| 2.70 points | = | B- |
| 2.30 points | = | C+ |
| 2.00 points | = | C |
| 1.70 points | = | C- |
| 1.30 points | = | D+ |
| 1.00 points | = | D |
| 0.70 points | = | D- |
| 0.00 points | = | Incomplete |

**Grading Criteria**

*A* **=** *Excellent*

The student has demonstrated a thorough understanding of the content and skills presented in the course and consistently initiates thoughtful inquiry. The student writes logically and clearly. He or she also integrates ideas throughout the course and, as appropriate, from previously completed courses in a program.

*B* **=** *Good to very good*

The B student is an excellent writer and maintains consistent performance and understanding of course content that goes beyond the minimum requirements.

*C* **=** *Satisfactory*

The C student demonstrates a minimal comprehension of the skills and subject matter included in the course and accomplishes only the minimum requirements, while displaying little or no initiative.

*D* **=** *Below average*

The student's performance is barely acceptable. Assignments are late or missing and there is not even a minimal understanding or mastery of course content skills.

*F* **=** *Failing*

Quality and quantity of work is unacceptable.

*W* **=** *Withdrawal*

Students who officially withdraw prior to completing the course will receive a "W" if the faculty member determines that the student was passing the course or cannot make a determination whether the student was passing or failing at the time of the withdrawal. The grade is not calculated in the GPA.

*IP = In Progress*

Coursework will have a designed In Progress status when the course has started but a final grade has not been assigned. No quality points are assigned to In Progress

coursework and there is no associated GPA.

**Attendance Policy**
Students are expected to attend all on-campus class sessions. An absence is assessed each time a student is not in attendance during a regularly scheduled on-campus class period, whether or not it is an excused absence. Students who fail to attend an on-campus class will be assigned an Out-of-Class Make-up Assignment for the missed class. Breining Institute may withdraw a student from class if there are more than two unexcused absences. A student may be allowed to make up examinations or class assignments missed due to absence or tardiness only when a satisfactory cause is presented to the instructor. The student must arrange for any makeup work with the instructor in advance, if the circumstances allow.

No on-campus attendance is required for courses offered by distance learning. However, distance learning Degree Program students are assigned a Faculty Mentor and will communicate with their Faculty Mentor through the Breining Institute email system, or by telephone/fax, as they work toward successful course completion. Although Breining Institute programs are geared toward the adult student who is self-motivated and are designed to be completed at a pace which works for the particular student given that student's life situation, Degree Program students are encouraged to submit to their Faculty Mentor a completed assignment on the first Friday of every month during their program and are expected to complete a minimum of ten (10) hours of study per week.

**Leave of Absence Policy**
A student may request and be granted a leave of absence by the Dean of Academic Affairs and, if in good standing, may be readmitted. If the student has not satisfactorily completed a course over the 12-month period prior to their readmission, the student will be required to follow the admission policies of the catalog in effect at the time of the readmission, and will be required to pay a re-entrance fee equal to the then-current registration fee.

**Alcohol & Drug Policy**
The unlawful possession, use, or distribution of illicit drugs and alcohol by students on college property is strictly prohibited. Local, state, and federal laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or other drugs. These laws carry penalties for violations, including monetary fines and imprisonment.

Possession or consumption of alcoholic beverages by students on college property is strictly prohibited. Public intoxication is prohibited. Students may be considered to have violated the college policy prohibiting public intoxication if their level of impairment attracts the attention of college, town, or other officials and/or warrants medical care or custody by police.

**Academic Honesty**
Academic honesty is essential at Breining Institute. Students must always submit work that represents their original words or ideas. The student must make clear the extent to which sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly

originates from an identifiable source.

The Breining Institute policy on academic honesty is an attempt to discourage students from obtaining or attempting to obtain credit for work through the use of any dishonest, deceptive, fraudulent, or unauthorized means. Academic dishonesty includes but is not limited to cheating on writing assignments and quizzes, plagiarism, and any act that gives an unfair academic advantage to a student.

Academic dishonesty which is prohibited includes but is not limited to:

- Using words or ideas that do not represent the student's original work in assignments
- Failing to cite all relevant sources used as reference material
- Submitting another person's entire work or work that was produced through collaboration with another student as one's own
- Submitting work done in one course to satisfy the requirements of another course unless both instructors agree beforehand to accept such work
- Forging or altering documents. These include transcripts, add/drop forms, or any academic form that has been falsified or on which a professor's signature, or anyone else's signature, has been forged or altered

Instances of academic dishonesty may result in any one or more of the following:

- Required resubmission of the assignment (possibly for fewer points)
- Failure on the assignment
- Additional assignment(s)
- Reduction of the final course grade
- Failing grade in the course
- Removal from class
- Disciplinary action which might include, but is not be limited to, loss of credit, probation, suspension or dismissal from the College

All actions will be reviewed on a case-by-case basis by the Dean of Academic Affairs; and the resultant action taken will be based on the severity of the offense. The decision of the Dean is not appealable by the student.

## DISTANCE LEARNING EDUCATION

All of the Breining Institute programs of instruction can be completed by Distance Learning. Distance learning is instructional delivery that does not require the student to be physically located in the same site as the instructor. Course materials are provided to the student using computers with Internet access. This will include text content such as course outlines and course assignments. Some courses also require textbooks and other supplementary materials, which can be ordered online. To show what the student has learned, the student will submit assignments and essays to the instructor via email.

These are self-paced courses in which the student can enroll at any time. The student should plan to allocate a minimum of ten hours of study per Quarter unit to complete a course. When a student submits an outline, essay, reading or research assignment for Faculty review, feedback and/or grading, the Faculty response and/or evaluation will be provided to the student in writing or by telephone, as appropriate, within approximately

10 days. When a student submits a final graduate level Thesis or Dissertation, the Faculty response and/or evaluation will be provided to the student in writing or by telephone contact, as appropriate, within approximately 60 days.

**Specific Provisions for Instruction Not in Real Time.** If you enroll in a distance educational program where the instruction is not offered in real time, the first lesson and any materials shall be transmitted to you within seven days after the institution accepts you for admission. You have the right to cancel the agreement and receive a full refund pursuant to 5 CCR section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to 5 CCR section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. An institution shall transmit all of the lessons and other materials to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first lesson and initial materials, requests in writing that all of 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, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

## Computer Requirements and Recommendations

The student ***must have*** access to a PC or Mac-based computer to participate in the courses. Students are expected to have access to the technology requirements as Breining Institute is not obligated to and does not supply the needed technologies including software and hardware. Students who do not have personal access to a computer are encouraged to inquire as to the availability at their local public library.

For the student to get the most out of our online courses, we recommend that the student have access to the following computer setup.

Minimum suggested Windows browser software:
Microsoft Internet Explorer 7.0 or later
Mozilla Firefox 2.0 or later

Minimum suggested Mac OS browser software:
Mozilla Firefox 3.0 or later

Browser Plug-ins:
Some of the suggested plug-ins may already be installed on your computer. If they are not, they are available for free download for both the Microsoft Windows and Macintosh operating systems.

- Adobe Acrobat Reader, which is needed to view and print supplemental PDF files
- RealOne Player, which is needed to listen to and watch supplemental audio and video
- Adobe Flash Player and Shockwave Player, which are needed to view other types of multimedia content

Browser Settings:
We suggest that you have both JavaScript and cookies enabled in your browser's settings to successfully use our online courses.

Operating System and Other Software:
In general, the operating system (PC, Macintosh, etc.) your computer uses, as well as what version of that operating system is installed, is not important when you take one of our courses. Meeting the browser requirements above should suffice.

# Cancellation, Withdrawal, and Refund Policies

**Cancellation of Enrollment Agreement**
A student may cancel an enrollment agreement and the notice of cancellation must be in writing. Breining Institute will refund 100 percent of the amount paid for institutional charges, less the non-refundable Registration Fee of $75.00, if written notice of cancellation is made through attendance at the first on-campus class session, or the seventh day after enrollment, whichever is later for an on campus program, or made before the first lesson and materials are received in a distance learning program. Breining Institute will pay or credit refunds within 45 calendar days of a student's cancellation.

Cancellation shall occur when the student gives written notice of cancellation at the address of the school. This can be done by US postal mail, hand delivery or e-mail. The written notice of cancellation is effective when received by the college. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

**Withdrawal from course**
A student may withdraw from a course of instruction at any time. A withdrawal may also be effectuated by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement, Breining Institute will remit a refund, less the non-refundable deposit of $250.00, within 45 calendar days following withdrawal as follows:

For on-campus educational programs: Breining Institute will issue a pro rata refund, minus a $250.00 deposit, that will be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. All amounts paid by the student in excess of what is owed as calculated in this section will be refunded.

For distance learning educational programs:

Addiction Studies Certificate Program
450 hour course – transmitted electronically by Series:

| | | |
|---|---|---|
| Fast Track Series | (170 hours) | $663 |
| 1100 Series | (50 hours) | $195 |
| 1200 Series | (50 hours) | $195 |
| 1300 Series | (140 hours) | $546 |
| Counseling Series | (100 hours) | $390 |
| 1500 Series | (30 hours) | $117 |
| 1600 Series | (50 hours) | $195 |

| | | |
|---|---|---|
| 1700 Series | (30 hours) | $195 |

Students are scheduled to complete a minimum of 10 hours per week. Lessons and materials are transmitted per individual Series as listed above.
Refund policy: The Breining Institute Addiction Studies Certificate Program is offered on a pay-as-you-go type plan in a distance learning format. Breining Institute will transmit the first Series of study within 7 days of acceptance and the charge for that Series will be nonrefundable upon its transmittal. As each Series is completed, the charge for the next sequential Series will be invoiced and the Series transmitted to the student upon payment. The charge for the Series transmitted will be nonrefundable upon its transmittal.

Upon a student's written request, Breining Institute will transmit all of the Series listed above to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first Series and initial materials, requests in writing that all of the Series be sent. If Breining Institute transmits the balance of the material as the student requests, Breining Institute will continue to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but will not be obligated to pay any refund after all of the Series are transmitted.

**Associate of Arts Degree Program**
900 hour course – transmitted electronically by Series:

| | | |
|---|---|---|
| 1100 Series | (50 hours) | $195 |
| 1200 Series | (50 hours) | $195 |
| 1300 Series | (140 hours) | $546 |
| Counseling Series | (100 hours) | $390 |
| 1500 Series | (30 hours) | $117 |
| 1600 Series | (50 hours) | $195 |
| 1700 Series | (30 hours) | $195 |
| Employee Assistance Programs | (50 hours) | $195 |
| Intervention and Prevention | (50 hours) | $195 |
| Clinical Supervisor Course | (50 hours) | $195 |
| Communication | (50 hours) | $625 |
| Mathematics | (50 hours) | $625 |
| Humanities/Fine Arts | (50 hours) | $625 |
| Social Sciences | (50 hours) | $625 |
| Natural Science | (50 hours) | $625 |

Students are scheduled to complete a minimum of 10 hours per week. Lessons and materials are transmitted per individual Series as listed above.

Refund policy: The Breining Institute Associate of Arts Degree Program is offered on a pay-as-you-go type plan in a distance learning format. Breining Institute will transmit the first Series of study within 7 days of acceptance and the charge for that Series will be nonrefundable upon its transmittal. As each Series is completed, the charge for the next sequential Series will be invoiced and the Series transmitted to the student upon payment. The charge for the Series transmitted will be nonrefundable upon its transmittal.

Upon a student's written request, Breining Institute will transmit all of the Series listed above to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first Series and initial materials, requests in writing that all of the Series be sent. If Breining Institute transmits the balance of the material as the student requests, Breining Institute will continue to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but will not be obligated to pay any refund after all of the Series are transmitted.

**Bachelor of Arts Degree Program**
900 hour course

Students are scheduled to complete a minimum of 10 hours per week.

Refund policy: The period of attendance for the Bachelor of Arts Degree Program is 900 hours. Breining Institute will issue a pro rata refund, minus a $250.00 deposit, if the student has completed 60% or less of the 900 program hours, and the amount owed by the student will be the total charge for the program divided by the number of hours in the program (900 hours) times the number of hours attended or scheduled to attend by the student (calculated at 10 hours per week up to the date of withdrawal). Any credit balance will be refunded to the student within 45 calendar days after the date of withdrawal.

Upon a student's written request, Breining Institute will transmit all of the lessons and other materials in this program to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If Breining Institute transmits the balance of the material as the student requests, Breining Institute will continue to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but will not be obligated to pay any refund after all of the lessons and material are transmitted.

**Master of Arts Degree Program**
450 hour course
Students are scheduled to complete a minimum of 10 hours per week.

Refund policy: The period of attendance for the Master of Arts Degree Program is 450 hours. Breining Institute will issue a pro rata refund, minus a $250.00 deposit, if the student has completed 60% or less of the 450 program hours, and the amount owed by the student will be the total charge for the program divided by the number of hours in the program (450 hours) times the number of hours attended or scheduled to attend by the student (calculated at 10 hours per week up to the date of withdrawal). Any credit balance will be refunded to the student within 45 calendar days after the date of withdrawal.

Upon a student's written request, Breining Institute will transmit all of the lessons and other materials in this program to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If Breining Institute transmits the balance of the material as the student requests, Breining Institute will continue to provide

the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but will not be obligated to pay any refund after all of the lessons and material are transmitted.

**Doctorate Degree Program**
800 hour course

Students are scheduled to complete a minimum of 10 hours per week.

Refund policy: The period of attendance for the Doctorate Degree Program is 800 hours. Breining Institute will issue a pro rata refund, minus a $250.00 deposit, if the student has completed 60% or less of the 800 program hours, and the amount owed by the student will be the total charge for the program divided by the number of hours in the program (800 hours) times the number of hours attended or scheduled to attend by the student (calculated at 10 hours per week up to the date of withdrawal). Any credit balance will be refunded to the student within 45 calendar days after the date of withdrawal.

Upon a student's written request, Breining Institute will transmit all of the lessons and other materials in this program to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If Breining Institute transmits the balance of the material as the student requests, Breining Institute will continue to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but will not be obligated to pay any refund after all of the lessons and material are transmitted.

The student shall be liable for the amount, if any, by which earned tuition exceeds the tuition paid at the time of withdrawal. IF THE AMOUNT THAT THE STUDENT HAS PAID IS MORE THAN THE AMOUNT THAT THE STUDENT OWES FOR THE TIME ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT THE STUDENT OWES IS MORE THAN THE AMOUNT THAT THE STUDENT HAS PAID, THEN THE STUDENT WILL HAVE TO CONTINUE TO MAKE TUITION PAYMENTS UNTIL THE BALANCE OWING IS PAID IN FULL.

If any portion of the institutional charges were paid from the proceeds of a loan and/or by an agency or third party for the benefit of the student, then the pro rata refund will be made to the lender or to the agency or to the third party payor, if any, if Breining Institute is made aware, in writing, of the loan or third party payment at the time that payment is made to Breining Institute. Any remaining refund over that amount which was paid by the lender or third party payor will be paid to the student.

Breining Institute does not collect money from students for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination.

A student who withdraws from an on-campus course prior to the one-fourth point of the scheduled class sessions will receive no grade for the course and a "W" for withdrawal will appear on the student's official transcript. After the one-fourth point of the scheduled on-campus class sessions, a grade will be entered to the student's record. A student

who withdraws from a distance learning course prior to or during the third week after the course materials are provided to the student will receive no grade for the course and a "W" for withdrawal will appear on the student's official transcript. After the third week, a grade will be entered to the student's record.

## TUITION, FEES AND FINANCIAL ASSISTANCE

### Tuition Schedule

### Quarter Credit Hour as of September 1, 2011

**Tuition:**

| | |
|---|---|
| Certificate program | $ 39/Quarter unit |
| Associate of Arts degree | |
| -Addictive Disorders units | $ 39/Quarter unit |
| -General Education units | $125/Quarter unit |
| Bachelor of Arts degree | $125/Quarter unit |
| Master of Arts degree | $145/Quarter unit |
| Doctorate degree | $145/Quarter unit |

Tuition and fees are subject to change at the discretion of Breining Institute.

Tuition is the student cost for all course instruction and student support. In the Certificate Program, standard courses consist of one to five Quarter units. In the Associate of Arts degree program, standard courses consist of one to five Quarter units. In the Bachelor of Arts degree program, standard courses consist of one to fifteen Quarter units. In the Master of Arts degree program, standard courses consist of five to fifteen Quarter units. In the Doctorate degree program, standard courses consist of five to twenty Quarter units. With the exception of the Fast Track Section of the Certificate Program (in which students enroll in 17 Quarter units), students typically enroll in one course at a time.

**Fees**

The following **nonrefundable** fees are in effect:

| | |
|---|---|
| Registration fee | $ 75.00 |
| Deposit | $ 250.00 |
| Transcript evaluation fee | $ 40.00 |
| Returned check charge | $ 30.00 |
| Refund request processing fee | $ 20.00 |
| Late payment fee | $ 25.00 / month |
| Additional transcripts, per copy | $ 10.00 |
| Duplicate Diploma Fee | $ 50.00 |
| Addiction Counselor Exam (ACE) | $ 175.00 |
| Private-practice / Clinical Supervisor Exam (PCS) | $ 175.00 |

**Schedule of total charges**
The following is an estimate of total charges for the entire education program listed by program [NOTE: Total cost may vary based on accepted transfer credit]:

Certificate Program (Fast Track Section Only – See Important Note on Page 7 above)
17-units @ $39 unit = $663 Tuition
Application fee $75
Study Guide $86.70
On-line exam $10
TOTAL
$834.70

Certificate Program (Full Program)
45-units @ $39 unit = $1,755 Tuition
Application fee $75
Study Guide $86.70
On-line exams $10 / Series for seven Series of study = $70
Addiction Counselor Exam (ACE) = $175.00
TOTAL
$2,161.70

Associate of Arts Degree Program
45-units Addictive Disorders @ $39 unit = $1,755 Tuition
15-units Lower Division Addictive Disorders @ $39 unit = $585 Tuition
30-units General Education @ $125 unit = $3,750 Tuition
Application fee $75
Study Guide $86.70
On-line exams $10 / Series for seven Series of study = $70
TOTAL*
$6,321.70
*Most Breining Institute students complete their General Education requirements at their local community college, which reduces this total to $2,571.70.

Bachelor of Arts Degree Program
45-units Addictive Disorders @ $39 unit = $1,755 Tuition
15-units Lower Division Addictive Disorders @ $39 unit = $585 Tuition
30-units General Education @ $125 unit = $3,750 Tuition
90-units Upper Division Addictive Disorders @ $125 unit = $11,250 Tuition
Application fee $75
Study Guide $86.70
On-line exams $10 / Series for seven Series of study = $70
TOTAL*
$17,571.70
*Most Breining Institute students complete their General Education requirements at their local community college which reduces this total to $13,821.70.

Master of Arts Degree in Addictive Disorders
45-units @ $145 unit = $6,525 Tuition
Application fee $75
On-line Exams $50
Textbooks (paperback versions) 4 books times $29.95 each = $119.80

Private-practice / Clinical Supervisor Exam (PCS) = $175.00
TOTAL
$6,934.80

Doctor in Addictive Disorders Degree
80-units @ $145 unit = $11,600 Tuition
Application fee $75
On-line Exams $60
Textbooks (paperback versions) 4 books times $29.95 each = $119.80
Private-practice / Clinical Supervisor Exam (PCS) = $175.00
TOTAL
$12,019.80

**Books**
The cost of books will vary depending on the course. Students are expected to purchase all books and supplies necessary for the course in which enrolled. The cost of books and other study materials is not included within tuition.

**Tuition Assistance**
Traditional student loans are not available through Breining Institute, and Breining Institute does not participate in federal and state financial aid programs. Breining Institute does not extend credit or consumer loans to students. At this time, Breining Institute 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.

LOAN TO PAY FOR AN EDUCATIONAL PROGRAM
California Education Code, Title 3, Division 10, Part 59, Chapter 8, Section 94909(a)(11)
If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Tuition and fees paid through the Veterans' Administration, California Department of Vocational Rehabilitation, Workers' Compensation, or Workforce Investment Act are acceptable if the student meets Breining Institute's admissions criteria. (Qualified disabled Veterans may be eligible for tuition assistance under Chapter 31 by applying for benefits through their local office of the Department of Veterans' Affairs.) Because distance learning education is a convenient and affordable corporate training resource for employers, employer tuition reimbursement may be available and the student should contact his or her company human resources department for information about their tuition reimbursement benefits and how to apply.

Breining Institute does offer payment schedules on a pay-as-you-go type plan. There are no origination fees and no interest charges for pay-as-you-go plans. Examples of currently offered payment plans are as follows:

Certificate Program
PAY AS YOU GO

| | | |
|---|---|---|
| Fast Track Series | 17 units | $663 |
| | | |
| Series 1100 | 5 units | $195 |
| Series 1200 | 5 units | $195 |
| Series 1300 | 14 units | $546 |
| Series 1500 | 3 units | $117 |
| Series 1600 | 5 units | $195 |
| Series 1700 | 3 units | $117 |
| Counseling Series | 10 units | $390 |

Masters Degree Program
PAY AS YOU GO

| | | |
|---|---|---|
| Course No. 3411 | 4 units | $580 |
| Course No. 3412 | 4 units | $580 |
| Course No. 3413 | 4 units | $580 |
| Course No. 3414 | 4 units | $580 |
| Course No. 3415 | 4 units | $580 |
| Course No. 3601 | 15 units | $2,175 |
| Course No. 3605 | 10 units | $1,450 |

Total number of payments depends on the degree program. Breining Institute reserves the right to cancel any payment plan if the student fails to make a payment when due.

**All fees and charges must be paid in full before completion certificates or diplomas are issued.**

**Methods of Payment**
Cash, check and money orders are accepted, as are VISA, MasterCard and Discovery.

## BANKRUPTCY DISCLOSURES

The following statement is required to be included here by California law:
*Breining Institute does NOT have pending a petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, and has NOT had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.*

## PLACEMENT SERVICES

Breining Institute does not offer formal placement services and does not have a placement office. **Breining Institute makes no representation that any of its programs will lead to employment in any particular career, occupation, vocation, trade, job, or job title.**

## STUDENT TUITION RECOVERY FUND DISCLOSURES

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. The purpose and operation of the Student Tuition Recovery Fund and the requirements for filing a claim against the Student Tuition Recovery Fund are as follows:

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

## FACILITIES AND EQUIPMENT

The classroom for the on-campus class sessions is located at 8894 Greenback Lane, Orangevale, CA 95662 in the newly remodeled office building that also houses a Bank of America branch location. The heated and air conditioned classroom is equipped with white boards, table workspaces and comfortable chairs. Other than audio-visual equipment used in the delivery of lectures, there is no equipment used by the Faculty or the students in this classroom setting.

The Breining Institute Bookstore is located adjacent to the main classroom. The Bookstore will be open and books may be purchased one-half hour before all on-campus classes. The Bookstore is available to distance learning students by appointment which can be scheduled through the Office of Academic Affairs by calling (916) 987-2007. In addition, distance learning students, educators, employers, and members of the general public can purchase books on-line to be shipped from the Breining Institute Bookstore.

## Parking

There are no parking fees, and there is adequate parking space for all students at the 8894 Greenback Lane campus building.

## Library Access

All required textbooks are available for purchase through the Breining Institute website at www.breining.edu. Library hours are Monday through Friday, 9:00 am to 3:00 pm. Contact information for the Library is through email at Administration@Breining.edu, or by telephone 916-987-2007. Students are also directed and/or encouraged to use Internet electronic library resources for ebooks, scholarly journals, and other reliable sources. The Breining Institute *Journal of Addictive Disorders* is available, at no charge, on the World Wide Web at our web-site www.breining.edu.

The Breining Institute Library is located within the Bookstore, which is adjacent to the main classroom. A branch of the Sacramento County Public Library, at 8820 Greenback Lane, is located less than one mile (and within walking distance) from the campus, and all students are encouraged to utilize that branch or other convenient public library for their reading and research needs that are not available at our library.

## STUDENT SERVICES

### Academic Affairs Office

The Academic Affairs department is responsible for providing personalized, proactive, responsive service to enhance student engagement. The various sections of the department, including the registrar, admissions director, credit evaluation, and Faculty Mentors form the nucleus of the student support teams.

### Registrar

The office of the registrar serves as the institutional administrator for academic information and records that support faculty, staff, and students. Services provided by the registrar include:

- Management of student academic records
- Determination of transferability of courses
- Degree plan services
- Course registration and enrollment verification
- Providing official and unofficial transcripts
- Assessment and conferral of degrees and certificates
- Consulting on academic policies and procedures
- Informing students, faculty members, and staff of their rights and responsibilities for their educational records, access, and privacy

### Mentors and Faculty Advisors

Academic assistance, guidance, and support are provided through Faculty Mentors who can also provide professional experience within their respective fields. Time will be allotted before and after class hours, as well as during regular business hours, during which students will have the opportunity to schedule time with a faculty member either on campus or at the faculty member's place of business. Faculty Mentors are also

available by phone, fax and e-mail to assist students who complete their programs by distance learning.

Faculty Mentors are available to provide support in areas that include:

- Monitoring attendance when required;
- Motivating the student to stay on track to complete on time
- Answering procedural questions related to grading and scheduling
- Assisting students in selecting their next courses

**Student Housing**

Breining Institute does not provide student housing and there are no dormitory facilities provided.

For those students desiring lodging facilities between Friday and Sunday for weekend classes, the following hotels are nearby:

- Lake Natoma Inn (2.56 miles) $114
  (916) 351-1500
- Larkspur Landing (3.06 miles) $118
  (916) 355-1616
- Hilton Garden Inn (3.36 miles) $100
  (916) 353-1717

Typical apartment rental rates in the area for a one-bedroom unit are in the range of $688 to $980 per month.

BREINING INSTITUTE ACCEPTS NO RESPONSIBILTY TO FIND OR ASSIST A STUDENT IN FINDING HOUSING, AND IT IS THE SOLE RESPONSIBILITY OF THE STUDENT TO PROCURE HOUSING.

**Health Services**

Breining Institute does not offer on campus health services. Services are provided by Sacramento County which operates a Health Center Clinic, 4600 Broadway, Sacramento 95820, (916) 874-8277 and a Mental Health Treatment Center, 2150 Stockton Blvd., Sacramento 95817, (916) 875-1000.

**Student Interaction**

Breining Institute encourages students to interact with each other in order to gain the most from the educational process offered here. Although many students are working professionals with full time employment commitments elsewhere, the school campus has several group rooms which may be used by the students before scheduled classes. Students who wish to use these study rooms for group discussion and/or study may schedule such use through Academic Affairs.

**International Students**

Students who are not citizens or permanent residents of the United States are considered for admission to Breining Institute on the basis of academic preparation and personal qualifications. To apply, the student completes the six steps listed above in the Application and Enrollment Process section. Transcripts in languages other than English must be accompanied by a certified translation.

**English Language Instruction**
Breining Institute does not provide English as a second language instruction, and does not provide any other English language services.

Instruction will occur only in the English language. Students who pass the Breining Institute Admissions Examination by achieving a passing score of 60% or higher will demonstrate sufficient English language proficiency.

**Visa**
Breining Institute does not provide visa services and will not issue the Form 1-20 needed to apply for a student visa. Breining Institute does not vouch for student status, with the exception of providing a student with an official transcript. 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 Breining Institute students.

## RECORDS

**Educational Rights and Privacy Act of 1974**
All education records of students who enroll at the Breining Institute are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended.

Breining Institute is required by law to maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program. For each student granted a degree or certificate by Breining Institute, the college must maintain permanent records of:

- The degree or certificate granted and the date on which that degree or certificate was granted;
- The courses and units on which the certificate or degree was based; and
- The grades earned by the student in each of those courses.

**Records retention**
Breining Institute will maintain, for a period of not less than five years, at its campus located at 8894 Greenback Lane, Orangevale, CA the complete and accurate records of:
- The educational programs offered by the institution and the curriculum for each;
- The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty;
- Any other records required to be maintained by law, including, but not limited to, documentation of performance data if required by law.

## GRADUATION POLICY
To receive a Certificate or Degree, a student must satisfy requirements related to credits, grade point average, program of study and courses. It is the student's responsibility to ensure that all requirements for graduation have been met and are completed in a timely manner.

Once a student has determined that all requirements have been met, the student submits a Graduation Application, which form can be obtained from the Academic Affairs

office.  The conferral date is the date on which a student's degree is officially awarded. After completing all courses and before submitting a completed graduation application, students must resolve any outstanding financial obligations.  After all academic and administrative requirements have been met, students will receive an official transcript and their diploma.

# Courses

### COURSE NUMBERING SYSTEM

**1100–1999** Lower Division courses in the Certificate and Associate of Arts Degree programs.

**2100–2999** Upper Division courses in the Bachelor of Arts Degree program.

**3100–3999** Graduate Level courses in the Master of Arts Degree program.

**4100–4999** Graduate Level courses in the Doctorate Degree program.

### COURSE DESCRIPTIONS

## Lower Division - Undergraduate Level Courses

1101 1 unit
**Introduction and History**
An introduction to chemical dependency; an historical review of alcohol and drug use and abuse; a study of the social, political, religious and cultural efforts.

1102 1 unit
**Program Approaches**
A study of national and local program approaches in addressing addiction; a review of treatment facilities, recovery homes, hospitals, out-patient clinics, NCA, NIAAA, private therapy, etc.

1103 1 unit
**Family Systems**
A study of family dynamics in addiction, and the roles played by members of the dysfunctional family unit effected by alcoholism and drug abuse.

1104 1 unit
**Development of Personality**
A study of human development and personality; an investigation into the theories of Hippocrates, Freud, Jung, Adler and Erikson as they relate to the structure of denial as a defense mechanism.

1105 1 unit
**Cultural Differences**
An investigation of the various cultural and ethnic differences in special populations and minorities, and the differing views on alcohol and drug use.

1201 1 unit
**Prevention and Education**

An investigation of community education and prevention efforts; a study of federal, state and county programs.

1202 1 unit
**Intervention Techniques**
An investigation of intervention and referral approaches; a study of DDP, SB-38, MADD, AS-PI/CPC, and a review of community resources.

1203 1 unit
**Employee Assistance Programs**
An overview of the history and significance of the employee assistance programs (EAPs) now in effect.

1204 1 unit
**Legal and Confidentiality Issues**
A study of the laws relating to alcohol and drug use and abuse, and a review of the state and federal laws of confidentiality.

1205 1 unit
**Self-help/Twelve Step Therapy**
A study of the psychotherapeutic value and dynamic of the 12 Step and self help groups; a review of the jargon, sponsorship and structure.

1301 1 unit
**Disease of Addiction**
An introduction to the disease of alcoholism and addiction; a study of the controversy of controlled drinking (Rand, Sobell, Pendry, etc.)

1302 1 unit
**Physiology and Pharmacology**
An overview of the physiology and pharmacology of the drug alcohol and other psychotropic mind-altering legal drugs, and their effect on the central nervous system.

1303 1 unit
**Illicit Drug Abuse**
An overview of cocaine, crack, crank, heroin, speed and other illicit drugs of abuse, and the effect on the central nervous system and neurotransmitters.

1304 1 unit
**Medical Treatment**
A study of the medical treatment for alcohol and other drug withdrawal; an examination at antagonist drugs and the recovery process with anti-depressant use.

1305 1 unit
**Fetal Alcohol/Drug Syndrome**
An investigation of the fetal alcohol and drug syndromes; a review of the effects on sexuality, gender and geriatrics in the addictive process.

1306 1 unit

**Nicotine Addiction & Treatment**

An introduction to the study of nicotine addiction, especially cigarette smoking, and an overview of the physiological, societal, commercial and environmental effects of smoking.

1307 1 unit

**Eating Disorders & Treatment**

An introduction to the study of eating disorders, bulimia, anorexia and an overview of the physiological and societal effects of this condition.

1308 1 unit

**Gambling Addiction & Treatment**

An introduction to the study of compulsive, pathological gambling in all its forms, from horse racing, to casino to Internet wagering.

1309 1 unit

**Inappropriate Sexual Addiction & Treatment**

An introduction to the study of compulsive, pathological sexual activity in its many forms.

1310 1 unit

**Codependency Addiction & Treatment**

An introduction to the study of dysfunctional codependency, especially that which perpetuates itself, and an overview of the physiological and societal effects of this condition.

1311 1 unit

**HIV/ARC/AIDS/Communicable Diseases**

An investigation HIV and ARC, AIDS, and other communicable diseases; a review of the relationships between these diseases and addictive populations.

1312 1 unit

**Perinatal Care and CD**

An investigation of perinatal care and the effects of chemical dependency during pregnancy.

1401 1 unit

**Role/Responsibility of the Counselor**

A study of the role and responsibility of the counselor in setting goals and expectations; establishing trust and insight; dealing with transference, compliance and denial; and a study of the ten traits of natural therapy.

1402 1 unit

**Individual Counseling Techniques**

A study of the techniques of individual counseling and couples counseling with alcohol or drug abusing problems as a primary consideration.

1403 1 unit

**Group Counseling Techniques**

A study of the techniques of group counseling and the dynamics of the group process with addicts, alcoholics and codependent clients.

1404 1 unit

**Family Counseling Techniques**

A study of the dynamics, roles and techniques of family counseling when alcohol or other drugs are a primary dysfunctional characteristic of the family unit.

1405 1 unit

**Adolescent Counseling**

A study of the special problems in counseling and directing adolescent alcohol and drug abusers; an examination of how to deal with the affected family members.

1406 1 unit

**Dual Diagnosis/DSM IV/Co-occurring Disorders/PTSD**

A study of the special problems in co-occurring disorders and dual diagnosis issues; the use of the Diagnostic and Statistical Manual of Mental Disorders in addictive disorders; an examination Post Traumatic Stress Disorder.

1501 1 unit

**Personal Growth**

An investigation and study of the methods in assessing one's own strengths, weaknesses, spiritual condition and personal growth.

1502 1 unit

**Professional Growth**

A review of the needs for professional growth and the means to achieve and maintain standards of excellence.

1503 1 unit

**Relapse and Burn-out Issues**

A study of the dynamics of relapse, burn-out and the special issues of the recovering counselor.

1504 1 unit

**Therapeutic Approaches**

A review of the various therapeutic approaches to the counseling of alcoholics and addicts, from Rogerian to RET, from Reality Therapy to TA.

1505 1 unit

**Assertiveness Training**

A workshop in assertiveness for the counselor; a review of the passive, aggressive antagonist client; a study on dealing with difficult people.

1601 5 units

**Twelve Core Functions**

An in-depth study of the twelve core functions involved in the alcoholism and drug abuse treatment field. An investigation of the step-by-step process of: screening, intake,

orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, reports, record-keeping and consultation.

1701 5 units

**Case Management**

An intensive examination and workshop in creating the case presentation. The student will prepare an actual or typical case, from admission to discharge, present in to the class, and have it critiqued and reviewed. The student will prepare and defend a final draft of the case to the course instructor for review and acceptance.

1801 5 units

**History and Development of Employee Assistance Programs**

A study of occupational programs and employee assistance programs (EAPs) since 1942, including ethical and legal issues; review of internal, external and labor-based programs.

1831 5 units

**History of Prevention, Education and Intervention**

A study and overview of the intervention process as outlined by Vernon Johnson's classic text.

1851 5 units

**History and Development of the Clinical Supervisor**

A study of the overview of the Certified Clinical Supervisor (CCS) as a vital part of the continuum of care for a chemical dependency treatment program; study of literature and current views on the effectiveness and purpose of clinical supervision.

1910 5 units

**Communications: Preparing and Writing Reports and Term Papers**

A review and study of the proper and effective manner of communicating by the written word.

1930 5 units

**Humanities: Introduction to Philosophy**

A review and study of the ancient Greek and Roman philosophers, and how their findings and theories effect today's value systems.

1932 5 units

**Humanities: Modern Political and Social Thinkers**

An review and study of some outstanding political and social thinkers, from Jefferson and Madison to Roosevelt and Hitler and Stalin to Einstein and Schweitzer and Mother Teresa and Kennedy, and how their writings and theories effect today's value systems.

1940 5 units

**Twentieth Century American History**

A review and study of 20th Century American history, from 1914 to the present.

1942 5 units

**Science: The History of Flight Since 1904**
A review and study of 20th Century flight history, from the Wright Brothers to the Mir Space Station and beyond.

1950 5 units
**Independent Project**
A review and study of subjects in Communications, Mathematics, Natural Science, Social Science, and Humanities requiring prior Faculty approval.

# Upper Division - Undergraduate Level Courses

2301 10 units
**Advanced Physiology of AD**
An intensive study of the pharmacological action on the central nervous system as a result of alcohol or other drug use, as well as the physiological effect of other addictive behavior, not including chemicals, that impact the well being of an individual. The physiological effect of compulsive gambling, eating disorders, codependency, spending and the other non-substance addictions will be especially investigated and reviewed.

2302 10 units
**Advanced Dual Diagnosis**
An advanced study of the variety of mental illnesses that conflict with the use and abuse of addictive substances, and an in-depth study of how such dual diagnoses can be evaluated, assessed and treated.

2303 10 units
**Co-dependency**
Advanced study of the phenomena of dependency, codependency and how they coexist in a destructive and non-productive manner. The student will learn the various roles played by those who surround the addict; how to detect, diagnose, evaluate, assess and treat the condition.

2304 10 units
**Youth Prevention Specialist**
Advanced study of the particular problems associated with young people who have an alcohol or drug problem or come from a family with such a situation. This course will investigate the methods and procedures peculiar to the adolescent that require special training and attention.
*(Prerequisite: 1405)*

2305 10 units
**Advanced Program Administration**
An in-depth study of the legal and professional requirements of various government and insurance agencies that mandate the keeping of certain records, their confidentiality and release issues, and an overview of effective supervision in a chemical dependency treatment setting.

2306 10 units

**Advanced Counseling Therapy**

An advanced, practical, hands-on experiential workshop in the actual practice of facilitating individual and group counseling sessions. This course will include a minimum of 100 hours of supervised work in a combination of group and individual counseling sessions.

*(Prerequisite: 1402, 1701)*

2307 10 units

**Women's Issues in Addiction**

A study of the particular and special needs of women with an addiction problem.

2308 10 units

**Men's Issues in Addiction**

A study of the particular and special needs of men with an addiction problem.

2309 10 units

**Drinking Driver Program Operation**

An overview and practical experience in operating and functioning effectively with the variety of clients, government agencies and insurance companies that are involved in a "driving under the influence" or "drinking driver" program.

2310 10 units

**Counseling the Culturally Diverse**

Advanced investigation of the special situations to be considered when dealing with different ethnic, racial, cultural and religious clients. Gay and lesbian issues will also be studied.

*(Prerequisite: 1105)*

2311 10 units

**Advanced EAP Development**

An advanced study of the development, implementation and administration of employee assistance programs.

*(Prerequisite: 1203)*

2312 10 units

**Advanced Assertiveness Training**

An intensive advanced course in becoming assertive rather than passive or aggressive, and how to bring this information to clients in an acceptable manner.

*(Prerequisite: 1505)*

2313 10 units

**Sports Drug Addiction**

An investigation of the special problems involved with the various performance enhancing drugs and substances used by amateur and professional athletes, and how to assess, evaluate, diagnose and treat such conditions.

2801 5 units

**Intervention in the Workplace**

A study of the importance of confidentiality in an Employee Assistance Program (EAP) and why it is so vital. A study of legal issues that face an EAP, roles of union leaders and shop stewards, the process of arbitration and grievances, general issues presented by the Americans with Disabilities Act and possible impacts on an EAP.

2802 5 units

**Work Organization Overview**

A study of the structure of business, industry, labor unions, labor councils, trade associations and the dynamics of these structures and how they are organized through power, decision-making, communications, labor relations and collective bargaining. An overview of the effective allocation of resources and the politics of benefits.

2803 5 units

**Human Resources Management**

A study of demographics, job performance appraisal systems, and governmental mandates in the workplace. A review of the role of the supervisor and the shop steward in arbitration, back-to-work agreements, collective bargaining agreement, employee benefits and risk management resources.

2804 5 units

**EAP Administration**

Developing a program, setting policy, determining procedures, establishing training formats, organizing and evaluating the services rendered, structuring cost containment management, model selection, promotional strategies and marketing the program company-wide.

2805 5 units

**Study of Direct Services**

A study of benefits management, employee relations, resource management and procurement, program orientation, communication methods, intervention, assessment, consultation, referral and on-going first line supervisory training.

2806 5 units

**Workplace Alcohol and Drug Abuse**

An in-depth study of the addiction process, the use and abuse of alcohol and drugs in the workplace, the signs, symptoms, progression and appropriate treatment resources for employees and their families in the continuum of on-going care.

2807 5 units

**Workplace Psychological Problems**

A study of the ethics, traits and techniques of effective interviewing; overview of common maladies that occur in the workplace, including mental health problems and risk factors such as violence, suicide uncontrolled anger, special population needs and how to deal with these issues.

2831 5 units

**Introduction to Intervention Specialist Course**

An in-depth study of the beginnings of intervention and how the process has evolved professionally, short and long term results of intervention, the role of society in the intervention process, and types of behaviors that are subject to intervention.

2832 5 units

**Pathology of Addictive Disorders**

An in-depth study of the various addictive disorders — including alcoholism, drug abuse, over-eating and gambling — the pathology of each, how each affects the behavior of the victim as well as the family, friends and significant others involved in the process.

2833 5 units

**Advanced Personality Development**

An advance study of the process of human development as outlined by Carl Jung, Erik Erikson and others, and the phenomena of denial as a normal defense mechanism, based on the personality type identified by the Meyers-Briggs profile.

2834 5 units

**Advanced Review of Family Systems**

An advance study of the basic family unit and its impact on society, culture and religious tenets. An advanced study of the breakdown of these systems via the use and abuse of drugs and the changing roles of family members to survive the chaos of addiction.

2835 3 units

**Advanced Communication Skills**

An advanced study and practical application of communication skills to effectively deal with difficult and violent-prone people; how to communicate and act in an assertive, non-aggressive, non-passive manner; development of assertive listening skills.

2836 1 unit

**The Intervention Process**

A study of how to establish goals and objectives in the intervention process and development of the methods utilized in reaching these goals.

2837 1 unit

**Intervention Role-play**

A series of real-life role-play situations that provide a first-hand view of an intervention.

2838 4 units

**Intervention Case Study**

Presentation by the student of a written case of intervention actually experienced by the student; case presentation reviewed by a panel of fellow students and instructor.

2852 5 units

**Case Management for Supervisors**

A study of the necessary skills and traits required of a supervisor to oversee treatment planning and case management and the tools to use in selecting effective staff to implement these functions.

2853 5 units

**Establishing Performance Standards**

Development of the skills necessary to establish performance standards, evaluating those standards, recognizing learning and teaching weaknesses, negotiating with staff to implement the developed standards effectively.

2854 5 units

**Professional Growth**

A survey of methods to assist clinical staff in the on-going struggle to grow both professionally and spiritually in a field that experiences burnout and relapse.

2855 5 units

**Organization Structure**

An analysis of various organization structures, testing and evaluating effectiveness, accountability and the study of dynamics of power and its use in the clinical setting.

2856 5 units

**Clinical Supervisor Case Study**

Presentation by the student of a written case of a clinical supervisory experience; case presentation reviewed by a panel of fellow students and instructor.

2999 5 - 15 units

**Thesis**

Presentation by the student of a written thesis covering a subject of the student's choice relevant to the field of Addictive Disorders with prior Faculty approval.

# Graduate Level Courses

3411 4 units

**Clinical Supervisor Competency**

Examines the effect of the management role on managers, the financial cost of addictive disorders, models of supervision, management styles, faith-based modalities, and an historical perspective of the supervisor role. Includes an examination of leadership in clinical supervision, strategic planning tools, preventing sexual harassment, transference and countertransference, and the development of competent counselors. Includes an examination of professional and ethical standards of case management, confidentiality of records, program description policy, supervising recovering counselors, and policy and organizational design.

3412 4 units

**Women in Treatment: Special Considerations**

Includes historical and political perspectives; *Declaration of Rights of the Women of the United States*, 1876; and timeline of *Her*-story in the United States. Includes gender-specific needs of women; women's physiological differences and addiction; trauma, abuse, domestic violence and post-traumatic stress disorder (PTSD); and ethical considerations when working with women. Includes gender-responsive, trauma-informed treatment; women's nutrition in treatment and recovery; successful parenting for families affected by addiction; and psychodrama in the treatment of addiction and trauma for women. Includes components of family-centered treatment and treatment modalities; whole family approach; collaborations for residential and outpatient clients; and programmatic and administrative challenges.

3413 4 units

**Examination of Co-occurring Disorders**

Includes examination of co-occurring substance abuse and mental disorders, including definition, terms, and classification systems for co-occurring disorders; keys to successful programming; assessment; and strategies for working with clients with co-occurring disorders. Includes an examination of co-occurring substance abuse and mental disorders, including traditional setting and models; special settings and specific populations; overview of specific mental disorders and cross-cutting issues; and substance-induced disorders. Includes an examination of a glossary of terms related to co-occurring disorders; identification of specific mental disorders - including suicidality, nicotine dependence, mood and anxiety disorders, and eating disorders.

3414 4 units

**Medication-Assisted Treatment**

Includes primer on opioid addiction and treatment, history of opioids and opioid treatment, science and rationale for opiate agonist treatment, pharmacology, pharmacotherapy, screening, admission, assessment, and behavioral pharmacology of methadone. Includes counseling and referral, counseling services in MAT programs, stages in MAT from a counseling perspective, counseling issues in methadone maintenance treatment, take home medication issues, co-occurring mental health issues, working with people with disabilities, and methadone and pregnancy. Includes opioid maintenance, effectiveness of methadone as a medical treatment for opioid addiction, a review of outcomes in methadone treatment, and ethical considerations in MAT.

3415 4 units

**Competency in a Forensic Treatment Setting**

Includes the correlation between substance abuse and crime, financial cost of addictive disorders, the mental health industry's treatment of addictive disorders, introduction to the central nervous system, and research related to whether there may be genetic predisposition to addictive disorders. Includes screening, assessment, determining level of care, outpatient treatment services, inpatient / residential treatment, criminal justice settings, and the therapeutic community. Includes treatment issues and approaches, building a therapeutic alliance, treatment planning, elements of effective treatment, recovery maintenance / relapse prevention, and discharge planning. Includes trauma

and domestic violence; anger management; parenting from a distance; methamphetamine, porn and parole; formatting assessment reports for the legal system; and ethics, laws and boundaries.

3601 15 units

**Current Developments in Addictions**

An intensive research project on the most current findings from the scientific and treatment communities concerning new legal and illegal drugs on the market, current and expected trends, approaches to controlling and treating these new additions to the field.

3602 15 units

**Co-dependency vs. Nurturing**

An advanced study of the fine line that separates co-dependency and normal, healthy human compassion and caring. The student will present a paper on this subject, from both an historic and present view, and reach a conclusion as to which is which and why.

3603 10 units

**Advanced Dual Diagnosis Evaluation**

An advanced examination of the variety of mental illnesses that conflict with the use and abuse of addictive substances, and an in-depth study of how such dual diagnoses can be evaluated, assessed and treated. This course is a follow-up to 2302 and which considers an extended study of a particular case study that will be presented in an oral examination.

3604 10 units

**Youth Prevention Specialist**

An advanced study of the particular problems associated with young people who have an alcohol or drug problem or come from a family with such a situation. This course is a follow-up to 2304 and will include a written case presented at an oral board for discussion and review.

3605 10 units

**Advanced Program Administration**

An advance follow-up to 2305 which will include a written report of an actual situation in a workplace setting that included many of the elements studied in 2305, and which will be presented to an orals review board of certified supervisors for discussion and completion.

3606 10 units

**Advanced Counseling Psychology**

Advanced follow-up to 2306 that will include a written overview of the comparative effects of an extended group involvement that impacted a client with a relapse prone condition, as opposed to the impact that same individual might have experienced in individual counseling sessions.

3701 1 unit

**History of Hypnosis**

A study of beginning of hypnosis from Mesmer to the advanced therapeutic movement of Erikson and others.

3702 1 unit

**Techniques of Client Assessment**

An examination of the techniques of assessment and hypnoanalysis that can guide a therapist in the effective practice of hypnotherapy.

3703 1 unit

**Suggestibility Testing**

A study of the methods and test conducted that allows the therapist and client to better achieve positive results in the hypnotherapy process.

3704 5 units

**Induction and Dehypnotization**

An in-depth study and practice of the effective methods of inducing hypnosis, creating post-hypnotic suggestions, and bringing a client quietly and gradually back to the present alpha state.

3705 4 units

**Deepening Techniques**

A review and practice of allowing a client to go into deeper trance states in order to achieve desired results as outlined in the treatment plan designed by the client.

3706 4 units

**Posthypnotic Suggestion**

A review of the principles and techniques of inducing helpful and therapeutic posthypnotic suggestions. The student will learn how to apply as well as break these post session trances.

3707 1 unit

**Contraindications for Hypnosis**

A study and discussion of conditions that might suggest a client's lack of benefit from hypnosis, and the methods and techniques of referring such a client to an alternative therapy.

3708 3 units

**Treatment Planning**

A review of the treatment planning format and techniques on how to engage the client in their own treatment plan.

3709 3 units

**Self-hypnosis Training**

A study of the techniques of Alman and Lambrou to induce self-hypnosis for the purpose of attaining health and self-change.

3710 1 unit

**Administration and Recordkeeping**

A review of the records required to be maintained in a hypnotherapy private practice.

3711 2 unit

**Law and Ethics**

A study of the legal and ethical considerations in a practice of hypnotherapy. Child abuse, spousal abuse, elderly abuse, the *Tarasoff* decision, and other reporting issues will be discussed.

3712 1 unit

**Limits of Hypnotherapy Practice**

An investigation of the realistic limits of hypnotherapy, and the necessary interchange with other health care and mental health service providers.

3713 25 units

**Advanced Hypnotherapy Internship**

The student will engage in a supervised hypnotherapy practicum, under the direction of a certified hypnotherapist, for a minimum of 300 hours, 80% of which shall be in actual therapist/client practice, and 20% of which shall be in consultation with the supervisor regarding inductions, results and the practical experience of the hypnotherapy sessions.

3718 3 units

**Neurolinguistic Programming**

An intensive examination of the techniques and principles of neurolinguistic programming (NLP) as outlined by O'Connor and McDermott.

3801 3 units

**Body/Mind Techniques in Recovery**

Overview of the various body/mind techniques which are available to choose from that can assist the recovering person in staying clean and sober. It gives the counselor an opportunity to aid the client in making appropriate choices for their recovery.

3802 1 unit

**Alternative Health Care Resources**

An overview for the counselor in the community available to refer the client for assisting them in developing a well rounded recovery program.

3803 1 unit

**Nutrition and Exercise in Recovery**

Examines the role nutrition and exercise — both very significant in the recovery process — play in the recovery milieu. The student will develop a plan to include these topics in a recovering client's plan.

3804 1 unit

**Herbology**

An examination of the basic vocabulary and theory of herbs and how they can be of assistance in the recovery process. Limitations, concerns and cautions will also be explored.

3805 1 unit

**Nutrition**

An examination of the role diet plays in the recovery process. The student will also explore techniques especially helpful for recovering persons.

3806 2 units

**Yoga and Yoga Therapies**

Yoga means union. It is the reuniting of the body/mind connection. In the recovery process, bringing awareness in the recovering person's life can help facilitate more effective recovery. Simple yoga postures will be discussed to include in a recovery plan.

3807 2 units

**Biofeedback Theories/Techniques**

Biofeedback can give recovering client relief from discomfort they can be experiencing in recovery. The theories and techniques used in the field of biofeedback will be explored and demonstrated to give the student useful information for potential referrals for appropriate clients.

3808 1 unit

**Meditation and Prayer Techniques**

An overview of the power and usefulness of meditation and prayer modalities to help recovering. The historical and practical methods will be reviewed, discussed and demonstrated. Counselors will be able to incorporate what is useful to the client and refer out to other addictions personnel when the client is looking for this type of method in their recovery plan.

3809 2 units

**Sound, Music and Art Modalities**

The theories and practical applications of the uses of sound, light, music, art and color modalities as creative tools for transforming the recovering person's ways of creating new avenues for expression and awareness.

3810 2 units

**Progressive Relaxation Training**

Relaxation has been shown to be a significant factor in reducing stress in recovery. An overview of the potential benefits to the recovering person will be explored. The technique itself will be taught to give the student a tool to teach the recovering person.

3811 2 units

**Autogenic Training**

An historical and theoretical perspective of this technique will be examined as a tool to enhance the relaxation skills of the client.

3812 2 units

**Bodyworks Methods**

The various systems of bodywork methods will be explored. Practical demonstrations will be included to give the student information regarding the various methods which may be helpful for referral and which can assist the recovering person in developing an effective stress management plan. Such modalities such as Reiki, Therapeutic Touch, Trager, Feldenkras and other systems will be explored.

3813 2 units

**Ethnic Methods of Healing Modalities**

An overview of the various cultural methods that have been developed through the centuries by cultural and ethnic subcultures will be explored, demonstrated and used to aid the student in understanding the potential modalities in this area. The student will also be able to understand what folk practices a recovering client may want to include in their recovering programs.

3814 2 units

**Aromatherapy**

The power of smell and aroma within the recovery process. This age-old system will be explored to assist the student in giving the client methods to use for ceremonies and techniques which can help focus the chaos often seen in recovering persons lives into more productive methods of self care and stress management.

3815 2 units

**Stress Management**

The various systems of stress management will be explored. The student will be given the opportunity to try some of the methods so as to able to refer clients appropriately or teach them how to incorporate these into a stress management program.

3816 2 units

**Psychotherapeutic Techniques**

An overview of various modalities that can be therapeutically effective in assisting clients recover. These can include Transactional Analysis, EMDR, Cognitive Therapy and others, which will be explored and demonstrated to give the student an overview of appropriate systems to which to refer their clients.

3817 2 units

**Breathwork**

The use of breathwork in the recovery process. The various styles and theories will be explored to assist clients in increasing their ability to connect with breath as a way to self manage stress.

3818 1 unit

**Religious Modalities in Self Healing**

An overview of the various religious and spiritual practices that have developed over the centuries will be examined to develop a basic understanding of how religion can affect the recovery process.

3820 1 unit

**Environment's Role in the Recovery Process**

The impact that environmental factors play in creating stress.

3821 1 unit

**Sugar, Caffeine, Chocolate and other Socially Acceptable Addictions**

The stress and difficulties with socially acceptable addictions will be explored to give the student useful information to develop appropriate recovery programs for their clients.

3832 3 units

**The Role of Pilgrimage in Recovery**

Throughout the ages, individuals have sought solace in travel to sacred spots. The power and function of this role will be examined.

3999 10 units

**Thesis: Independent Project**

Topic must be approved in advance by Faculty, upon review of outline submitted by student prior to commencing work in the course.

4411 4 units

**Clinical Supervisor Competency**

Examines the effect of the management role on managers, the financial cost of addictive disorders, models of supervision, management styles, faith-based modalities, and an historical perspective of the supervisor role. Includes an examination of leadership in clinical supervision, strategic planning tools, preventing sexual harassment, transference and countertransference, and the development of competent counselors. Includes an examination of professional and ethical standards of case management, confidentiality of records, program description policy, supervising recovering counselors, and policy and organizational design. (Note: Cannot be taken for Dr.AD credit if completed 3411 for credit.)

4412 4 units

**Women in Treatment: Special Considerations**

Includes historical and political perspectives; *Declaration of Rights of the Women of the United States*, 1876; and timeline of *Her*-story in the United States. Includes gender-specific needs of women; women's physiological differences and addiction; trauma, abuse, domestic violence and post-traumatic stress disorder (PTSD); and ethical considerations when working with women. Includes gender-responsive, trauma-informed treatment; women's nutrition in treatment and recovery; successful parenting for families affected by addiction; and psychodrama in the treatment of addiction and trauma for women. Includes components of family-centered treatment and treatment modalities; whole family approach; collaborations for residential and outpatient clients; and programmatic and administrative challenges. (Note: Cannot be taken for Dr.AD credit if completed 3412 for credit.)

4413 4 units

**Examination of Co-occurring Disorders**

Includes examination of co-occurring substance abuse and mental disorders, including definition, terms, and classification systems for co-occurring disorders; keys to successful programming; assessment; and strategies for working with clients with co-occurring disorders. Includes an examination of co-occurring substance abuse and

mental disorders, including traditional setting and models; special settings and specific populations; overview of specific mental disorders and cross-cutting issues; and substance-induced disorders. Includes an examination of a glossary of terms related to co-occurring disorders; identification of specific mental disorders - including suicidality, nicotine dependence, mood and anxiety disorders, and eating disorders. (Note: Cannot be taken for Dr.AD credit if completed 3413 for credit.)

4414 4 units

**Medication-Assisted Treatment**

Includes primer on opioid addiction and treatment, history of opioids and opioid treatment, science and rationale for opiate agonist treatment, pharmacology, pharmacotherapy, screening, admission, assessment, and behavioral pharmacology of methadone. Includes counseling and referral, counseling services in MAT programs, stages in MAT from a counseling perspective, counseling issues in methadone maintenance treatment, take home medication issues, co-occurring mental health issues, working with people with disabilities, and methadone and pregnancy. Includes opioid maintenance, effectiveness of methadone as a medical treatment for opioid addiction, a review of outcomes in methadone treatment, and ethical considerations in MAT. (Note: Cannot be taken for Dr.AD credit if completed 3414 for credit.)

4415 4 units

**Competency in a Forensic Treatment Setting**

Includes the correlation between substance abuse and crime, financial cost of addictive disorders, the mental health industry's treatment of addictive disorders, introduction to the central nervous system, and research related to whether there may be genetic predisposition to addictive disorders. Includes screening, assessment, determining level of care, outpatient treatment services, inpatient / residential treatment, criminal justice settings, and the therapeutic community. Includes treatment issues and approaches, building a therapeutic alliance, treatment planning, elements of effective treatment, recovery maintenance / relapse prevention, and discharge planning. Includes trauma and domestic violence; anger management; parenting from a distance; methamphetamine, porn and parole; formatting assessment reports for the legal system; and ethics, laws and boundaries. (Note: Cannot be taken for Dr.AD credit if completed 3415 for credit.)

4416 2 units

**Study of Graduate-level Scholarly Articles**

Review and study of select papers published within the ***Journal of Addictive Disorders***, written by Breining Institute Masters and Doctorate degree students, in order to model current student's research papers after these examples.

4801 10 - 15 units

**Genetic Predisposition to Addictive Disorders**

A research project on the scientific findings related to what genes and/or DNA have on the predisposition or lack thereof for an addictive disorder.

4802 10 - 15 units

**Co-dependency Issues Among Health Care Professionals**

A research project on the prevalence or absence of dysfunctional co-dependency among professionals within the health care field.

4803 10 - 15 units

**Societal Co-dependency and Enabling Issues**

A research project on the co-dependency, rescuing and enabling practiced by society and its various formalized movements from government to religion to education to science.

4804 10 - 15 units

**The Politics of Perpetuating Addictive Disorders**

A follow-up research project to 4803 which expands on the theory that society in general and government in particular perpetuate addictions for their own ends, whether knowingly or innocently, and a conclusion, based on historical study, of what the future might hold in this area.

4805 10 - 15 units

**Governmental Subsidies and Actions that Support vs. Efforts to Control and Treat Addictive Disorders**

A research project on the actions, works, studies and efforts of government, from the federal to local level, showing what has been done to control, support, enhance, prohibit, stamp-out, thrive on, neglect, ignore and treat addictions over the years and an estimate of what the future holds for each level studied.

4806 10 - 15 units

**Treatment Approaches in Foreign Countries**

A research project on the efforts and attempts made in other countries of the world to address the various addiction problems over history, and what is being done today in the nations to face this issue.

4807 10 - 15 units

**The Financial Rewards and Losses of Addictive Disorders**

A research project on the financial benefits realized by those who provide the drugs and support the behavior patterns of addicts, and the costs to society associated with same.

4808 10 - 15 units

**The Successes and Failures of the Mental Health Industry in Treating Addictive Disorders**

A research project on the efforts made, and the failures and successes realized, by those who work in the various mental health clinics in the attempt to assist persons with addictive and other dysfunctional disorders.

4999 10 – 20 units

**Dissertation: Independent Project**

Topic must be approved in advance by Faculty, upon review of outline submitted by student prior to commencing work in the course.