



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

Date of Application:

PERSONAL INFORMATION

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

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

EDUCATION AND TRAINING

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



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

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

Personal Conduct Standards:

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

Professional Conduct Standards:

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

Confidentiality Standards:

- Students shall be familiar and comply with all federal and state laws regarding confidentiality. Students are not to duplicate any material provided by the course instructors nor reproduce any ICB materials.

Service Delivery Standards:

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

Violations – Code of Procedure

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

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

FULL NAME:

DATE:

By typing your name and the date on this document, you are hereby agreeing to the information on this application.



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

1. If payment plan is selected, **PAYMENTS ARE DUE ON THE FIRST DAY OF EACH MONTH. THE FULL COST OF THE COURSE (\$2000.00) IS DUE BY 9/8/2023.**
2. Students who fall behind on tuition payments more than one month's tuition (\$250.00), at any given time, may be suspended from the program until payments are up-to-date. Students that have not paid in full by 10/1/23 will accrue a \$25.00 late fee for each month the student is past due.
3. All fees and balances must be paid in full prior to beginning internship.
4. If student must withdraw from the program, notify the CADC Program Director, Lisa Abrams (labrams@hcenter.org), as soon as possible. If refund is approved, please allow 8-10 business days for the Financial Department to process. The refund schedule is as follows:
 - Before 3/7/2023, a 100% refund will be issued less \$25 administrative fee.
 - Between 3/7/2023 and 3/21/2023 a 100% refund will be issued less \$150 administration fee.
 - After 3/21/2023, no refund will be given.
5. Students are allowed **eight (8) absences for the duration of the program.** More than eight (8) absences violate McDermott Learning Center requirements and students **may be** withdrawn from the program and no refund will be issued.
6. For virtual classes, participation while driving, being a passenger in a vehicle, walking or on public transportation is prohibited.
7. Any form of disruptive behavior will not be tolerated. This includes participation while driving a vehicle, being a passenger in a vehicle, walking or on public transportation. Students may be asked to leave the class session, and/or up to expulsion from the program with no refund.
8. Use of cell phones is limited to attendance and participation in classes. Texting, talking, recording, photographing, gaming, etc. is strictly prohibited when class is in session. Computers are only to be used during class time for educational purposes related to the course.
9. Any discrimination based on race, ethnicity, national origin, sex, sexual orientation, gender identity or expression, age, disability, socioeconomic status, religion, parental status, pregnancy, or any other protected class will be grounds for dismissal from the program and no refund will be issued.
10. Intoxication during class sessions will not be tolerated and is grounds for immediate expulsion from the program with no refund.
11. For virtual classes, student's camera must be turned on when classes are in session. If your camera is not on you will be considered absent from the class.
12. Textbooks are not included in the cost of tuition and must be purchased separately.



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

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

PRINT NAME:

DATE:

SIGNATURE:



McDermott Professional Learning Center Addiction Counselor Preparatory Training Program FINANCIAL AGREEMENT

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

Please choose one of the following payment options:

OPTION 1 – PAYMENT IN FULL

Pay \$500.00 at time of registration. Pay remaining balance of \$1300.00 on or before the first day of courses on March 7, 2023. (*There is a \$200.00 discount for tuition payment in full **prior to 3/7/2023**). **The total cost of the course is \$1800.00, if tuition is paid in full on or prior to 3/7/2023.**

OPTION 2 – PAYMENT PLAN

Pay \$500.00 at time of registration. The remaining balance of \$1500.00 will be paid in 6 payments of \$250.00 that are due on the first day of the month for six consecutive months. A late fee of \$25 (Twenty-Five Dollars) will be assessed for each month overdue. The 1st payment is due on 4/1/23.

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

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

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

Students who do not fulfill their financial obligation by September 8, 2023, will not receive a Letter of Completion nor be permitted to be in an internship until tuition is paid in full. I understand that monthly payments for tuition must be current in order to attend classes. I understand that my enrollment in the Program may be terminated due to non-payment of monthly charges. Withdrawals before March 7, 2023 will be refunded at 100% less a \$25.00 administration fee. Withdrawals between March 7, 2023, and March 21, 2023, will be refunded at 100% less a \$150.00 administration fee. Withdrawals after March 21, 2023 will forfeit any tuition paid. Haymarket Center reserves the right to review for possible refund or credit in special circumstances.

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

PRINT NAME:

DATE:

SIGNATURE: _____



**McDermott Professional Learning Center
Addiction Counselor Preparatory Training Program
SUBMISSION INSTRUCTIONS**

HOW TO SUBMIT THESE DOCUMENTS:

- 1.) Fill out all of the pages in this form (either electronically or handwritten)
- 2.) Save this form to your computer
- 3.) Attach the form to an email to rpatterson@hcenter.org

For questions, please reach out to Ryan Patterson at rpatterson@hcenter.org or by calling (312) 226-7984 ext. 594.