

**ADDICTION RECOVERY COACH CERTIFICATE PROGRAM
WESTFIELD STATE UNIVERSITY**

Attendance Policy

The Addictions Recovery Coach Certificate Program at Westfield State University is a 66-hour program offered over one 11-week semester from 8:30am to 3:30 pm on Saturdays. The content of the Recovery Coach Program has been accredited by the Massachusetts Board of Substance Abuse Counselor Certification to meet the requirements for Certified Addiction Recovery Coach. (The 500 hours of experience is not included in the ARCC program). The program consists of the following courses:

Recovery Coach Academy	5 days	30 hrs
Ethical Considerations for RC	2.5 Days	16 hrs
Mental Health	.5 day	3 hrs
Motivational Interviewing	.5 day	3 hrs
Cultural Competency	1 day	6 hrs
Addictions 101	1 day	5 hrs
Internship & Certification support	.5 day	3 hr

Credit for each course is given based on attendance and participation.

In the event of an emergency, arrangements must be made with program director to determine course of action following an absence or missed class time. At the discretion of the instructor, students may make up missed work if they attend at least 80% of the missed course. In certain cases, a missed class may result in the student being asked to withdraw from the program: a) missing more than one RCA and Ethical Considerations class, b) excessive tardiness. If any of the one day or .5 day classes are missed, student will not receive credit for that class.

A Certificate of Completion is awarded to students who have attended all courses **successfully and completed a minimum of 25 hours internship**. All others will receive an official transcript describing what the student has successfully completed.

I have read and understand the ARCC attendance policy. I understand that it is my responsibility to arrange the required internship at an approved program.

Student Signature

Date