

Dear Addiction Recovery Coach Certificate (ARCC) students,

This email contains a lot of important information. Please read carefully. Given current health risks due to Covid 19 and in keeping with WSU guidelines, **this fall's course will be fully online.**

This will require all students to:

- Have internet access,
- Have use of computer with camera and microphone,
- Have the necessary computer skills for emailing, opening documents, and navigating Zoom, the instructional platform all instructors will be using.

Please contact me immediately if any of these would be a problem for you.

I have attached the updated schedule with changes to accommodate best practices for online teaching. We will have a tech check in and program **orientation on August 29 from 8:30-10:30.** We will review internship requirements at this class. Internship handbook will be sent by email in early August. Hopefully, you have been in touch with possible internship positions. Email me separately if you need some guidance with this.

Classes start September 12 and run every Saturday through November 28. Homework is required and needs to be completed prior to each class in order to meet credentialing regulations. Homework assignments will be given one week in advance of each class. The attendance policy is still in effect. Full participation, including homework completion, ensures the best learning experience for all. This course is pass/fail based on attendance and participation so attendance is required to receive credits

Manuals for the Recovery Coach Academy and the Ethical Considerations for Recovery Coach trainings will be provided. You are asked to arrange a pick up time with me in Greenfield prior to the first class. I will send an email with more information about this. (I expect manuals to be available after August 17.)

Other course materials will be sent by email attachments, including evaluations for each course.

I know we will all work together to make this online experience a great success. I am so glad we can move forward with this opportunity this fall. Your flexibility and patience are very much appreciated as we venture into this new arena. Please contact me by email with any questions or concerns you might have.

Linda Sarage
Director, ARCC Program