ADDICTION RECOVERY COACH CERTIFICATE PROGRAM
WESTFIELD STATE UNIVERSITY

Attendance Policy: Revised for 2025 Online Course

The 2025 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.**

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	30 hrs
Ethical Considerations for RC	16 hrs
Mental Health	3 hrs
Motivational Interviewing	3 hrs
Cultural Competency	3 hrs
Addictions 101	6 hrs

Successful completion for each course is based on attendance, participation, and homework assignments. In the event of an emergency, arrangements must be made with the 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 In certain cases, a missed class will result in the student being withdrawn from the program: a) missing an RCA and/or Ethical Considerations class, b) excessive tardiness. If any of the one day or half day classes are missed, student will not receive credit for completing that class. One make up day will be allowed for classes other than RCA or Ethical Considerations.

A Certificate of Completion is awarded to students who have attended all courses. All others will receive an official transcript showing the classes that the student has successfully completed.

I have read and understand the ARCC attendance policy.

_____ _____

Student Signature **Date**