

ADDICTION RECOVERY COACH CERTIFICATE PROGRAM WESTFIELD STATE UNIVERSITY

Attendance Policy: Revised for 2023 Online Course

The 2023 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 (RCA)	30 hrs
Ethical Considerations for RC (ETH)	16 hrs
Mental Wellness (MW)	3 hrs
Motivational Interviewing (MI)	3 hrs
Exploring Cultural Competency (ECC)	3 hrs
Addictions 101 (ADD101)	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.

A one (1) week notice is required/requested should a student find they are unable to attend a class (MI, MW, ECC, ADD101 - ONLY). Students will then have a three (3) month period to make up one of these four (4) classes. There are **no such exceptions** and or make-up classes for the RCA and/or Ethical Considerations class. In certain cases, a missed class may result in the student being asked to withdraw from a class: a) missing an RCA and/or Ethical Considerations class, b) excessive tardiness. If any of the one day or half day classes are missed without prior notice, the student will not receive credit for completing that class.

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