



CATHOLIC CHARITIES

Diocese of Wilmington

## **CADC PREPARATORY COURSES – INTRODUCTORY LEVEL DCB APPROVED EDUCATION COURSE**

Catholic Charities provides a learning experience in substance abuse counseling by offering training via our Certified Alcohol and Drug Counselor (CADC) preparatory courses. These introductory level courses are designed to provide students with a foundation in all 8 domains of addiction treatment, as well as an opportunity to network with other professionals. There are a total of 48 credit hours available each cycle. Keep in mind that the current Delaware state requirements for a CADC include 270 hours of education, so participation in these courses does not guarantee that you will receive a drug and alcohol certification upon completion. However, these classes are certified by the Delaware Certification Board and can be used toward completion of their overall requirements for a CADC. For more information on the exact certification requirements in the state of Delaware please visit <https://www.decortboard.org/sites/default/files/applications/DCBCADCAApplication.pdf>

**Class Location:** Catholic Charities, 2601 W 4<sup>th</sup> Street, Wilmington, DE 19805

**Class Day:** Thursday evenings

**Class Time:** 6:30 p.m. to 9:30 p.m. [an in-class break is provided]

**Class Duration:** 16 weeks [held 3 times a year]

**Class Cost:** \$640. Scholarship opportunities and discounts may be available for those who qualify.

### **Payment Options for the Entire Program:**

- 1) Pay full price prior to class cycle beginning and receive a 15% discount on the cost.  
**Cost after applying discount is \$550.00**
- 2) Pay for the cost of the course in three payment installments. First installment of \$160 paid prior to the class cycle beginning, second installment of \$240 paid by the 5<sup>th</sup> week of class, and third installment of \$240 paid by the 15<sup>th</sup> week of class.
- 3) Pay \$40 each for a single class (not to exceed 4 classes during a course cycle). Payment must be made no later than the week prior to the class attending.

**Please Note: Payments can be made only by using cash and/or debit/credit card. Catholic Charities accepts Visa, MasterCard, and Discover card.**

### **Scholarship Information:**

Scholarship funds are limited and are awarded according to availability and qualifications. All requests for scholarships must be submitted in writing. When funding is available, partial scholarships are considered for those who meet income qualifications. Income qualifications are based on the current federal area median income scales (AMI). Those applying for a scholarship will need to meet with a Catholic Charities case manager and provide documentation to verify income, as well as a letter of recommendation for scholarship funding. Recommendation letters should explain how participation in this training/education will advance your career path. For more information about scholarships, or to request a qualifying appointment, please contact our office in Wilmington.

### **Payment and Refund Policy:**

No certificates for attendance will be awarded until payment for a class or the entire course is completed. This is dependent upon the payment option chosen. A tuition refund will be granted for classes not attended if cancellation is requested in writing. Refunds for option 1 and 2 will be awarded upon request minus a **\$50 processing fee** if the class cycle has begun. If a refund is requested at least 7 days prior to class cycle beginning, a full refund will be awarded. Full refunds will be awarded for option 3 if requested in writing. Please note all request for refunds must be made in writing or the promise of a refund is nullified.