



**Tarzana Treatment Centers College**  
**Substance Use Disorder Counseling Certificate Program**

**COURSE CATALOG**

**Academic School Year | January 1, 2026 – December 31, 2026**

**Main Campus**

6022 Variel Avenue,  
Woodland Hills, CA 91367  
[TTCC@Tarzanatc.org](mailto:TTCC@Tarzanatc.org)  
[www.TTCCollege.org](http://www.TTCCollege.org)  
818-654-3955

**Business Hours**

Monday – Friday  
8:00 AM – 4:00 PM

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## Welcome

Dear Students,

Welcome to the 2026 academic year at Tarzana Treatment Centers College. Your commitment to the field of behavioral health reflects a deep dedication to service, healing, and professional excellence.

Our program is designed to equip you with the knowledge, skills, and ethical foundation essential for impactful work in substance use disorder counseling. You will be supported by experienced staff, a rigorous curriculum, and a community grounded in integrity, compassion, and evidence-based practice.

This year, we are pleased to introduce new learning resources, expanded student support services, and enhanced opportunities for hands-on training. We are confident these additions will enrich your experience and prepare you to make a meaningful contribution to the field.

Thank you for choosing TTCC. We are honored to support you on this important journey.

Sincerely,

The Tarzana Treatment Centers College Team



## About Us

Tarzana Treatment Centers College (TTCC) is the educational division of Tarzana Treatment Centers, Inc., a nonprofit, community-based, integrated healthcare organization. Since 1972, Tarzana Treatment Centers has delivered a comprehensive continuum of care, specializing in high-quality, cost-effective treatment for substance use and mental health disorders across the lifespan.

The organization operates a licensed psychiatric hospital, residential and outpatient treatment centers, and family medical clinics. All facilities are licensed and certified by the State of California and the County of Los Angeles and accredited by The Joint Commission.

Established in 2019 and launched in 2020 by the Department of Program Development, TTCC was created to provide exemplary education, professional certification, and workforce training. Its programs serve current TTC employees, prospective hires, and behavioral health professionals across California.

TTCC is a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE). This approval signifies compliance with state standards as outlined in the California Education Code and Title 5 of the California Code of Regulations.

## Our Mission

The mission of Tarzana Treatment Centers College is to expand access to high-quality, affordable healthcare education for adults at all stages of their professional journey. TTCC delivers academic programs and student services grounded in evidence-based practices, patient-centered care, and a commitment to reducing the total cost of care.

## Our Vision

TTCC envisions a future where progressive education cultivates exemplary healthcare professionals dedicated to meeting the evolving needs of their communities.

## Our Core Values

TTCC is committed to upholding the following values in all aspects of its operations and educational delivery:

- Innovation – Embracing new ideas and technologies to enhance learning and care.
- Excellence – Pursuing the highest standards in education and service.
- Integrity – Acting with honesty, transparency, and accountability.
- Community – Fostering inclusive, collaborative environments.
- Intersectionality – Recognizing and addressing the interconnected nature of social identities and systemic inequities.

## Our Objectives

TTCC’s institutional objectives are designed to align with its mission and support student achievement:

- Objective I: Provide progressive learning programs that engage students in strong academics
- Objective II: Utilize innovative technology to support instruction and encourage strong learning outcomes
- Objective III: Employ strong instructional design practice to achieve alignment in learning outcomes, instruction, assessment, and evaluation
- Objective IV: Promote self-assessment and peer evaluation to achieve content theory mastery and support student praxis

Together, these statements reflect the foundation of Tarzana Treatment Centers College—an institution rooted in service, guided by purpose, and committed to preparing professionals who lead with integrity and compassion. As we continue to grow, we remain steadfast in our mission to deliver accessible, high-quality education that meets the evolving needs of our students and the communities they serve.

## Our Facility

TTCC’s Headquarters and Main Campus are located within the Tarzana Treatment Centers, Inc. Woodland Hills Outpatient Clinic at 6022 Variel Avenue, Woodland Hills, CA 91367. The newly renovated campus features administrative offices, a student library, a computer lab, two classrooms, a reception area, and a welcoming lobby.

Classrooms are fully equipped with heating, air conditioning, audio/visual technology, projectors, whiteboards, and flexible seating. Additional amenities include a student cafeteria and adjacent meeting rooms used for experiential group learning sessions.

Students may also complete internship hours at other Tarzana Treatment Centers locations, including Northridge (8330 Reseda Boulevard), Lancaster (907 W. Lancaster Boulevard), and Long Beach (2101 Magnolia Avenue), depending on placement availability.

Free on-site parking is available for students, and ADA-compliant restrooms are accessible to both students and faculty at the main campus.

## **Institutional Approval, Accreditation, and Program Recognition**

### **Approval to Operate in California**

Tarzana Treatment Centers College (TTCC) is a private institution approved to operate in the State of California by the Bureau for Private Postsecondary Education (BPPE).

This approval means TTCC meets the minimum operating standards established under:

- California Private Postsecondary Education Act of 2009 (California Education Code §94900–94999.3)
- Title 5, Division 7.5 of the California Code of Regulations

TTCC affirms the following:

- It has no pending bankruptcy petitions
- It is not operating as a debtor in possession
- It has not filed for bankruptcy within the past five years
- It has not had a bankruptcy petition filed against it within the past five years resulting in reorganization under Chapter 11 of the U.S. Bankruptcy Code

For questions or complaints not resolved by the institution, students may contact:

Bureau for Private Postsecondary Education (BPPE)

1747 N. Market Blvd., Suite 225

Sacramento, CA 95834

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798

Website: <http://www.bppe.ca.gov>

Toll-Free: (888) 370-7589

Fax: (916) 263-1897

Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

### **Accreditation Disclosure**

TTCC and its programs are not accredited by an accrediting agency recognized by the U.S. Department of Education. As a result:

- Students enrolled at TTCC are not eligible for federal financial aid, including Pell Grants and federal student loans.
- Academic credits earned at TTCC may not transfer to other colleges or universities. Transferability is always at the discretion of the receiving institution.

## **Programmatic Approvals**

TTCC's Substance Use Disorder (SUD) Counseling Certificate Program is officially recognized and approved for both in-person and online instruction by the following certifying bodies recognized by the State of California:

- California Consortium of Addiction Programs and Professionals (CCAPP)
- California Association of DUI Treatment Programs (CADTP)

These approvals confirm that TTCC's program meets the educational and training standards required for certification in the field of substance use disorder counseling in California.

## **Commitment to Quality and Student Success**

While TTCC does not hold national accreditation, it remains firmly committed to delivering a rigorous, high-quality educational experience. The college equips students with the knowledge, skills, and supervised clinical training necessary for success in real-world behavioral health settings. TTCC's programmatic approvals ensure that graduates are well-positioned to pursue certification and employment within California's behavioral health workforce.

## **Substance Use Disorder (SUD) Counseling Certificate Program**

The Substance Use Disorder (SUD) Counseling Certificate Program at Tarzana Treatment Centers College (TTCC) is designed to prepare students for entry-level employment in the field of addiction counseling. The program provides a comprehensive academic foundation and practical training aligned with the educational standards required by California's certifying bodies.

### **Program Purpose**

This program is ideal for individuals seeking to begin or advance a career in behavioral health, including working professionals and career changers. It is particularly suited for those who are passionate about supporting individuals in recovery and contributing to community wellness.

This program is not intended to lead directly to licensure or a specific job title in a regulated profession; however, the curriculum is aligned with the core competencies required for roles such as:

- Substance Use Counselor
- Recovery Technician
- Case Manager

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- Patient Navigator
- Health Educator

### **Learning Objectives**

Upon successful completion of the Substance Use Disorder (SUD) Counseling Certificate Program, students will be able to:

- Demonstrate foundational knowledge of addiction and recovery models, including biological, psychological, and sociocultural influences.
- Apply ethical and legal standards relevant to substance use disorder counseling in California.
- Conduct client assessments and develop individualized treatment plans using evidence-based and culturally responsive practices.
- Utilize effective counseling techniques in individual, group, and family settings.
- Manage client cases and navigate systems of care, including documentation and referrals.
- Demonstrate professional readiness through reflective practice and adherence to industry standards.
- Integrate classroom learning with supervised clinical experience in real-world behavioral health settings.

### **Program Overview and Delivery**

#### **Program Structure**

The SUD Counseling Certificate Program consists of eight (8) courses delivered in a hybrid format that combines online instruction, in-person learning, and supervised fieldwork. As an accelerated program, it is designed to be completed in approximately seven (7) months. Additional time may be granted for Fieldwork completion, if needed.

To support student success and engagement, the program includes monthly online-synchronous (live) Student Symposiums and Course Orientations hosted by Instructors and Staff. These sessions provide academic support, professional development, and opportunities for peer connection.

#### **Distance Learning**

Coursework is primarily completed online through TTCC’s learning platform, Moodle. Distance learning allows students to access instruction from any location using internet-enabled devices. Students’ complete lessons, submit assignments, and participate in

virtual activities via Moodle. All course materials are made available at least one week prior to the start of each course.

Instructors provide feedback on all submitted work within four (4) days of receipt. Students are expected to dedicate a minimum of 10-15 hours per week to academic coursework, with an additional 10–15 hours per week allocated for the Fieldwork phase.

### **Program Timeline Overview**

Students begin with:

- SUD 101–106 – Core Addiction Studies Courses  
These six courses are delivered online with 1–2 live sessions per month. Topics include addiction theory, pharmacology, ethics, case management, counseling techniques, and professional development. Students should expect to spend at least 10-15 hours per week on reading and assignments, though individual needs may vary.

Running concurrently with the core courses:

- SUD 107 – Practicum Application  
Provides structured support for internship preparation, including placement guidance, documentation, and mentorship.
- SUD 108 – Field Work Practicum (Internship)  
Requires completion of 255 hours of supervised clinical work at an approved treatment site. Students typically dedicate 10–15 hours per week during this phase.

### **Course Descriptions**

Each course includes applied learning, evidence-based practices, and culturally responsive approaches to addiction counseling:

#### **SUD 101 – Introduction to Addiction Theory and Practice (48 Hours)**

This course provides an understanding of addiction, the addictive process, barriers to care, and an overview of common treatment modalities. It includes a glimpse into how substance use affects specific populations, including various gender identities and sexual orientations, people of color, people with disabilities, older adults, youth, and differing socioeconomic and sociocultural backgrounds. This course includes understanding the Minnesota Model, the Twelve-Step experience, and multicultural counseling strategies.

#### **SUD 102 – Physiology and Pharmacology of Alcohol and Other Substances (45 Hours)**

This course provides an overview of the physiological, psychological, and behavioral effects of drug and alcohol addiction. It will discuss the pharmacology of drug, alcohol, and other psychotropic mind-altering drugs. This course provides scientific approaches to

understanding detoxification, clinical assessments, and medications for addiction treatment.

**SUD 103 – Law and Ethics (52 Hours)**

This course is designed to provide students with ethical and legal considerations related to addiction counseling in the State of California. It includes confidentiality requirements, HIPPA, and reporting requirements. The course covers laws relating to alcohol and drug use.

**SUD 104 – Case Management and Patient Navigation (52 Hours)**

This course is designed to provide students with full competency in patient case management's twelve core functions, from screening to discharge. It includes an exploration of treatment planning and intake documentation for addiction professionals. It includes methods to create motivation for change in SUD treatment, relapse (return to use), prevention, referral services, and a dive into co-occurring disorders. Students will learn essential writing pieces in addiction treatment, including record-keeping, reports, and case notes.

**SUD 105 – Individual, Group, and Family Counseling (48 Hours)**

This course is designed to provide students with fundamental individual and group counseling skills by employing evidence-based practices in addiction treatment, including motivational interviewing and cognitive behavioral therapy. This course offers guidelines and techniques for working with families and explores the educational psychology of brain-compatible learning. Students will get the opportunity to practice counseling sessions in various formats.

**SUD 106 – Personal Growth and Professionalism (46 hours)**

This course is designed to provide students with tools to assess their professional and personal growth related to addiction and mental health. It includes a review of the needs for professional growth and the means to maintain a standard of excellence. This course investigates methods of self-care, professional development, professional organizations for addiction professionals, and career planning.

**SUD 107 – Practicum/ Graduate Project (45 hours)**

This course is designed to provide students with closely supervised work experience in a community clinical setting. It assesses clinical competency in assessments, treatment planning, group facilitation, record-keeping, and general agency procedures. Students collaborate with an instructor to complete a capstone project that synthesizes previous courses' learning and the fieldwork internship in a clinical setting.

## **SUD 108 –Field Work Internship (255 hours)**

This course is designed to provide students with the clinical hours needed to work toward state certification. It includes internship hours with licensed professionals in a treatment setting, which may be at Tarzana Treatment Centers, Inc., or another community-based treatment center. The course will help students prepare for state certification and employment by reviewing Technical Assistance Publication (TAP) 21 addiction counseling competency guidelines. Students will complete SUD 108 congruently with other coursework.

## **Certification Pathways**

The Substance Use Disorder (SUD) Counseling Certificate Program at Tarzana Treatment Centers College (TTCC) provides the educational foundation required for professional advancement in California’s behavioral health workforce.

Important: Completion of TTCC’s program does not guarantee certification, credentialing, or employment. Certification and other professional authorizations are governed by external organizations and may include additional requirements beyond TTCC’s curriculum.

## **Initial Registration**

Upon enrollment and participation in TTCC’s program, students become eligible for initial registration with California-recognized certifying agencies. Registration is the first step toward certification and allows students to begin accruing supervised fieldwork hours required by these organizations.

Graduates of TTCC’s SUD Certificate Program meet the educational requirements to apply for certification through one of the following California-recognized organizations:

- CADTP – California Association of DUI Treatment Programs
- CCAPP – California Consortium of Addiction Programs and Professionals

While TTCC fulfills the educational component and supports initial registration, students may need to complete additional supervised fieldwork hours, pass a state-approved certification exam, and meet other standards set by the certifying body.

## **Student Responsibilities**

Certification requirements are determined by external organizations and may include:

- Maintaining active registration status with the certifying body
- Completing additional supervised practicum hours beyond TTCC’s program

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- Passing a state-approved certification exam
- Meeting ongoing renewal and continuing education standards

Requirements can change without notice. Students are responsible for reviewing and complying with the latest standards before enrollment and throughout the program. TTCC staff can provide general guidance but cannot guarantee certification or credentialing.

For the most current information, visit:

- <https://www.cadtp.org>
- <https://www.ccapp.us>

### **Key Considerations When Choosing a Certifying Body**

- Registration Requirements: Initial steps, background checks, and documentation
- Fieldwork Hours: Additional supervised practicum hours beyond TTCC’s curriculum
- Examination: Details for the state-approved certification exam, including study resources and scheduling
- Renewal and Continuing Education: Ongoing requirements to maintain certification
- Fees and Deadlines: Application fees, renewal costs, and submission timelines

### **Workforce Development**

Tarzana Treatment Centers College (TTCC) is committed to supporting students in building successful careers within California’s behavioral health workforce. Our Workforce Development initiatives are designed to bridge the gap between education and employment by providing practical experience, professional networking, and career readiness resources.

### **Professional Network and Connections**

Through TTCC’s affiliation with Tarzana Treatment Centers, Inc., students gain access to a professional network that includes TTC-operated facilities and partner organizations across Los Angeles County and throughout California. This network provides opportunities for students to connect with industry professionals, explore potential internship sites, and learn about real-world behavioral health practices.

While TTCC facilitates these connections, we do not guarantee or arrange internship or field placement assignments. Students are responsible for securing their own placements in compliance with certifying body requirements.

Benefits of Networking Through TTCC:

- **Industry Exposure:** Learn about best practices in substance use disorder treatment and behavioral health care.
- **Professional Mentorship Opportunities:** Engage with subject-matter experts who can provide guidance and career insights.
- **Career Connections:** Build relationships that support long-term professional growth.

### **Career Readiness Support**

TTCC prepares students for workforce entry by offering:

- **Resume and Interview Coaching:** Practical tools to help students present their skills effectively.
- **Networking Opportunities:** Access to professional associations and community-based organizations.
- **Continuing Education Pathways:** Guidance on maintaining certification and pursuing advanced credentials.

### **Admissions Requirements**

To be considered for admission to the Substance Use Disorder Counseling Certificate Program at Tarzana Treatment Centers College, applicants must meet the following eligibility criteria:

- Must be at least 18 years of age.
- Possess a high school diploma or equivalent (e.g., GED).
- Demonstrate a commitment to working in the behavioral health or substance use disorder treatment field.

### **Prerequisites**

There are no academic prerequisites beyond a high school diploma or equivalent. However, applicants should have:

- Basic computer literacy and communication skills, as the program includes online coursework and written assignments.

This is an accelerated, hybrid program requiring weekly readings and assignments. Students should expect to dedicate a minimum of 5 hours per week to academic work, not including additional time for mandatory Practicum hours. Applicants must ensure they have sufficient availability to meet both academic and Practicum requirements.

## Required Documentation

Applicants must submit the following during the admissions process:

- Completed Online Application Form
- Proof of High School Graduation or GED Equivalency
- Copy of a valid Driver’s License or Government-Issued Photo ID

Note: These documents are required to complete the online application.

## Application Process

- **Submit Application:** Complete and submit the TTCC online application form along with required documentation (Driver’s License/ID and High School/GED proof).
- **Admissions Review:** The admissions team will review the application for completeness and eligibility.
- **Enrollment Confirmation:** Upon acceptance, students will receive an enrollment packet and instructions for the next steps.

## Tuition and Financial Information

Tuition and fees are subject to change at the discretion of Tarzana Treatment Centers College.

### Tuition and Student Fees

The total cost of the SUD Certificate educational program is \$3,500.00 which includes the non-refundable student registration fee and base tuition. Base Tuition is the total cost for instruction, student support, course exams, and academic certificates for the student’s entirely online and in-person education.

- Non-refundable Student Registration Fee: \$250.00
- Base Tuition Fee: \$3,250.00
- Student Tuition Recovery Fund (STRF) Fee: \$0.00
- Total Program Cost: \$3,500.00

*The Registration and Student Tuition Recovery Fund Fees are non-refundable.* Total program cost is subject to change until this agreement is executed and payment of the deposit is made. See The Refund Policy section for further clarification.

### Payment Policies

Students who do not pay the full program cost upfront may utilize TTCC’s financial assistance payment plan, which divides the total cost into monthly installments. A payment agreement must be requested by the student and approved by a school official prior to the start of the program. This option must be selected when completing the

Student Enrollment Agreement, and all payment plans require official approval during enrollment.

Payment options are implemented only after TTCC receives the \$250.00 STRF Fee and the non-refundable registration fee. TTCC accepts the following forms of payment: cash, cashier's checks, money orders, and credit cards. All payments must be made to Tarzana Treatment Centers, Inc.

Payments that are declined or rejected will incur a \$30.00 convenience fee per occurrence. TTCC reserves the right to use an alternate payment method if a payment is declined more than once. After two or more past-due payments, an auto-debit arrangement may be required. Failure to make payments may result in suspension of the student's account. If payment is not received within one month of a declined transaction, the account may be sent to collections. Once all outstanding payments and applicable fees are satisfied, the student may resume courses.

### **Student Loans**

Traditional student loans are unavailable through TTCC, and the school does not participate in federal and state financial aid programs. At this time, TTCC does not participate in Federal Student Aid (FSA) programs and cannot process a request or assist with a deferment of a Title IV school loan. A student may want to contact their loan's current servicer or the guaranty agency for other options.

Students who obtain a loan to pay for school-related expenses have the responsibility to repay the total amount of the loan plus interest, less the amount of any refund. If students eligible for federal or state Loans default on their loans, they may not qualify for any other federal student financial aid at another institution or additional government assistance. Additionally, the federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on loan.

### **Enrollment Cancellation, Withdrawal, and Refund Policy**

#### **Cancellation and Withdrawal Policy**

Students at TTC College have the right to cancel their enrollment agreement and/or withdraw from their program at any time. To cancel or withdraw:

- Submit a written request via email to [academics@tarzanatc.org](mailto:academics@tarzanatc.org), CC [ttccrecords@tarzanatc.org](mailto:ttccrecords@tarzanatc.org).
- Use the subject line: "Withdrawal and Refund Request."
- You will receive email confirmation once processed.

## Student Right to Cancel

Students may cancel their enrollment agreement and receive a full refund of all charges paid, less the non-refundable registration fee of \$250, if cancellation occurs before the first-class session or within seven (7) days after enrollment, whichever is later.

## Refund Policy

In accordance with BPPE regulations (CEC §94909(a)(8)(B), §94919, §94920, and 5 CCR §71750):

- Students are entitled to a pro-rata refund if they cancel enrollment or withdraw from the program within the allowed period.
- Refunds are calculated on a pro-rata basis for students who have completed 60% or less of the program.
- Students who have completed more than 60% of the program are not eligible for a refund.
- Refunds will be processed within 45 days of receiving the withdrawal request.

## Important Details

- Students who paid tuition in full and withdraw after completing 60% or less will receive a refund for any unused portion of tuition, minus the non-refundable registration fee of \$250.
- Students on an installment payment plan who withdraw after completing 60% or less will not be billed for any remaining installments after their official withdrawal date.
- Students who have completed more than 60% of the program will not be eligible for any refund or billing adjustments.

## Student Services

TTCC's Admissions & Records, Student Support Services, and Academics Departments provide individualized support to students, including:

- Tutoring and mentorship
- Admissions assistance
- Course registration
- Official and unofficial transcripts
- Technology support

TTCC staff are cross trained to deliver or direct students to these services. Students can access support by emailing [academics@tarzanatc.org](mailto:academics@tarzanatc.org) or calling (818) 654-3555.

## **Academic Support Services**

TTCC is committed to helping students succeed academically through personalized guidance and tutoring resources.

## **Academic Advising**

TTCC faculty are qualified professionals dedicated to student success. Each instructor provides individualized advisement to help students master course content. Students are encouraged to maintain regular communication with instructors for guidance.

Instructor Qualifications:

- Master's degree in the relevant field of instruction
- Some faculty hold professional licenses in mental health, marriage and family therapy, or related disciplines

## **Tutoring and Technology Support**

TTCC offers virtual tutoring for academic and technology support upon request. Students are encouraged to form study groups with peers, tutors, and instructors.

Available Services:

- One-on-one and group tutoring sessions (online or in person)
- Academic and technology support

To request tutoring, email [academics@tarzanatc.org](mailto:academics@tarzanatc.org).

## **Housing**

TTCC is a non-residential program; as such, we do not aid in finding student housing. The availability of housing near institutional facilities is the student's sole responsibility. TTCC does not provide dormitory facilities. For students looking for accommodation, we suggest contacting a local realtor. The average rent in Woodland Hills is \$ 2,242.00 per month.

## **Visas**

TTCC does not provide visa services and will not issue the Form 1-20 needed to apply for a student visa. TTCC will provide students with enrollment documents and transcripts but will not advocate for student status. No fees or charges associated with student visas (including but not limited to SEVIS I-901 fees) will be assessed to, collected from, or transmitted for or on behalf of TTCC students.

## **Health Services**

TTCC does not provide on-campus health services. However, we are committed to supporting students in accessing appropriate care.

## **Student Primary Care**

Students who need medical assistance or do not have a primary healthcare provider may request referrals to internal or external health resources.

- Internal resources may include programs or services offered through Tarzana Treatment Centers, Inc.
- External resources may include community-based healthcare providers or clinics unaffiliated with TTCC.

Our goal is to ensure students have access to qualified, impartial healthcare options to maintain their well-being during their academic program.

## **Student Mental Health**

TTCC recognizes that certain coursework, assignments, or practicum interactions may trigger mental health concerns. Students experiencing distress during class should email [academics@tarzanatc.org](mailto:academics@tarzanatc.org) to discuss accommodations, if needed.

TTCC does not provide direct mental health treatment but is committed to supporting students by offering referrals to appropriate internal or external mental health resources.

- Internal resources may include programs or services offered through Tarzana Treatment Centers, Inc.
- External resources may include community-based mental health providers or licensed professionals unaffiliated with TTCC.

Our goal is to ensure students have access to impartial, qualified support to maintain their well-being throughout their academic journey.

## **Student Code of Conduct and Community Standards**

TTCC is committed to maintaining a safe, respectful, and professional learning environment. All students are expected to uphold the highest standards of ethical conduct and integrity in academic, practicum, and community settings. These standards reflect TTCC's core values of professionalism, accountability, and respect for others.

### **Code of Conduct**

As future behavioral health professionals, students and graduates of TTCC are expected to:

- Comply with a code of conduct established by at least one certifying body (CCAPP, CAADE, or CADTP).
- Protect participant, patient, or resident confidentiality in accordance with Part 2, Title 42, Code of Federal Regulations.

- Cooperate with complaint investigations and provide requested information unless disclosure violates confidentiality requirements under Subpart 2, Title 42, Code of Federal Regulations.
- Conduct themselves according to TTCC’s core values while engaged in school-related activities, internships, and practicum placements.

**Prohibited Conduct**

As future behavioral health professionals, students must avoid any behavior that compromises ethical standards, including:

- Providing counseling services, attending program activities, or being present on program premises while under the influence of alcohol or illicit drugs.
- Providing services beyond the scope of their registration or certification as an AOD counselor or professional license.
- Discriminating against participants, patients, residents, or staff based on race, religion, age, gender, disability, national ancestry, sexual orientation, or economic condition.
- Engaging in social or business relationships for personal gain with program participants, patients, residents, or their family members.
- Engaging in sexual conduct with current participants, patients, residents, or their family members.
- Verbally, physically, or sexually harassing, threatening, or abusing any participant, patient, resident, family member, or staff member.

**Behavioral Expectations**

As future behavioral health professionals, students are expected to model respect, collaboration, and professionalism in all settings—including classrooms, online platforms, internships, and practicum placements. Students should:

- Engage in positive and respectful interactions with peers, faculty, and site supervisors throughout their academic program and practicum experience
- Collaborate on assignments and projects to enhance learning and skill development
- Utilize online platforms for real-time collaboration or schedule time to work together at TTCC headquarters or satellite campuses
- Participate in TTCC-sponsored events and activities to foster community and networking opportunities.

## **Student Integrity & Civility**

All members of the TTCC community are expected to demonstrate professionalism and respect in all interactions—both on campus and during practicum placements or internships. Students represent TTCC in these settings and must uphold the values of commitment, transparency, fidelity, and integrity at all times.

As future behavioral health professionals, students are expected to adhere to the highest standards of ethical conduct, including maintaining confidentiality, respecting client rights, and practicing honesty and accountability in all academic and practicum activities. Ethical behavior is essential to building trust and ensuring the safety and well-being of those served.

Unprofessional or unethical behavior will not be tolerated in any environment, including partner agencies or practicum sites. Students and staff are encouraged to report unacceptable conduct to their Academic Supervisor or email [grievances@tarzanatc.org](mailto:grievances@tarzanatc.org).

## **Anti-Discrimination Policy**

TTCC is committed to providing a learning environment that is inclusive, respectful, and free from discrimination, harassment, and retaliation. All students, faculty, and staff are expected to uphold these principles in classrooms, clinical/practicum settings, and all TTCC-related activities.

### **Our Policy**

TTCC strictly prohibits discrimination or harassment based on any protected characteristic under federal and state law, including:

- Race or color
- National origin or ethnicity
- Religion
- Age
- Sex (including pregnancy and related conditions)
- Gender identity or expression
- Sexual orientation
- Disability
- Veteran status
- Genetic information
- Marital status

This policy applies to all academic programs, student services, and activities.

## Our Commitments

- Equal Opportunity: TTCC provides equal access to education and does not allow unlawful preferences or exclusions.
- Inclusive Culture: We respect cultural differences and promote equity in all aspects of student life.
- Accessibility: TTCC ensures compliance with ADA and Section 504, including digital accessibility standards.
- Curriculum Diversity: We strive to include diverse perspectives in course materials.

## Reporting Concerns

If you experience or witness discrimination, harassment, or retaliation, report it promptly to [grievances@tarzanatc.org](mailto:grievances@tarzanatc.org) or your Academic Supervisor.

Reports will be handled confidentially in accordance with TTCC's grievance procedures and all applicable federal and state laws, including Title VI, Title IX, ADA, and Section 504.

Retaliation is strictly prohibited against any individual who makes a good-faith report or participates in an investigation. TTCC is committed to ensuring a safe and respectful learning environment for all students.

## Student Rights, Support, and Compliance

TTCC is committed to providing a safe, respectful, and equitable learning environment. Students are entitled to exercise their rights and access support services while complying with institutional policies and state regulations.

## Student Rights & Disclosures

- TTCC does not discriminate based on race, religion, age, sex, sexual orientation, disability, or national origin.
- TTCC complies with all federal, state, and local accessibility laws to ensure students receive education under safe and appropriate conditions.
- Students and faculty are encouraged to report any maltreatment experienced or witnessed in connection with TTCC or Tarzana Treatment Centers, Inc.

## Grievances

TTCC is committed to maintaining a fair, respectful, and professional environment for all students, faculty, and stakeholders. If you experience or witness a concern related to TTCC personnel, programs, or policies, you have the right to file a grievance.

## How to File a Grievance

Students may submit a grievance by completing the official form:

If you experience or witness a concern related to TTCC personnel, programs, or policies, you may file a grievance using the official form: <https://forms.office.com/r/By0g1HdZvY>

Alternatively, you may email [grievances@tarzanatc.org](mailto:grievances@tarzanatc.org) or contact your Academic Supervisor for assistance.

## Confidentiality

All grievance-related information will be handled with strict confidentiality. Only individuals directly involved in the resolution process will have access to the details.

## Protection Against Retaliation

Retaliation against any individual who submits a grievance in good faith or participates in an investigation is strictly prohibited. TTCC enforces a zero-tolerance policy for retaliation.

## Withdrawals

Students who wish to withdraw from the program must follow TTCC's official withdrawal procedure:

- Submit a written request via email to [academics@tarzanatc.org](mailto:academics@tarzanatc.org) for review by a school official.
- The deadline to withdraw without receiving an "Incomplete (I)" grade is within two weeks of the course start date.
- Students who complete more than half of the required course hours will receive an "Incomplete (I)" and may return to complete the program if reinstatement occurs within six months of withdrawal.
- Funds paid may be forfeited. (See Refund Policy for details.)

## Student Records

TTCC maintains permanent records of student information, grades, and transcripts in compliance with the Family Educational Rights and Privacy Act of 1974.

Records are securely stored at TTCC Headquarters.

Transcripts:

- First official transcript: Free
- Additional official transcripts: \$15 each

Request transcripts via email: [TTCCrecords@tarzanatc.org](mailto:TTCCrecords@tarzanatc.org) (Allow five business days).

## Transfer of Credits

TTCC does not accept transfer credits for the Substance Use Disorder Counseling Program.

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## Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits earned at TTCC is at the sole discretion of the receiving institution. This means:

- Other colleges, universities, or programs may not accept the credits or certificate you earn at TTCC.
- Acceptance of the Substance Use Disorder Counseling Certificate is also determined entirely by the institution to which you seek to transfer.
- If your credits or certificate are not accepted, you may be required to repeat some or all coursework at the new institution.

**Important:** Before enrolling, ensure that attending TTCC aligns with your educational and career goals. If you plan to transfer to another institution later, we strongly recommend contacting that institution in advance to confirm whether credits or credentials earned at TTCC will be accepted.

### Experiential Credit and Challenge Examinations

TTCC does not award credit for prior experience, challenge exams, or achievement tests.

### Student Tuition Recovery Fund (STRF)

The State of California established STRF to protect students from economic loss if an institution closes or fails to meet financial obligations.

Effective April 1, 2024: STRF assessment rate is \$0.00 per \$1,000 of institutional charges.

### Student Responsibilities

Keep copies of:

- Enrollment agreements
- Financial aid documents
- Receipts and payment records

Questions about STRF? Contact:

Bureau for Private Postsecondary Education (BPPE)  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Phone: (916) 431-6959 or (888) 370-7589

### When STRF Applies

You may qualify for STRF reimbursement if you:

- Are a California resident or enrolled in a residency program

Prepaid tuition and suffered economic loss due to:

- School or program closure

- Significant decline in program quality
- Failure to pay refunds or reimbursements
- Court or arbitration award not honored
- Loan cancellation legal costs

Applications must be submitted within four (4) years of the qualifying event.

No claim can be paid without a Social Security Number or Taxpayer Identification Number.

### **Office of Student Assistance and Relief (OSAR)**

The Office of Student Assistance and Relief (OSAR) is a California state agency that operates independently from TTCC. OSAR is not affiliated with TTCC and does not represent the college.

OSAR’s role is to assist students of private post-secondary institutions by:

- Helping prospective students make informed enrollment decisions
- Supporting current students in understanding their rights and protections
- Assisting former students with relief options if their institution closes or fails to meet financial obligations

OSAR provides guidance on tuition recovery programs, consumer protection services, and other resources to safeguard students.

Contact OSAR:

Phone: (888) 370-7589

Website: <https://osar.bppe.ca.gov>

## **Academic Policies and Standards**

TTCC’s academic policies are designed to uphold the highest standards of learning, integrity, and accountability. These guidelines ensure fairness, transparency, and consistency in evaluating student performance while providing the necessary support for success. All students are expected to familiarize themselves with these policies and adhere to them throughout their academic journey.

### **Academic Integrity**

TTCC is committed to fostering an environment of honesty, responsibility, and ethical conduct in all academic activities. Academic integrity is essential to maintaining trust and fairness within the learning community. Students are expected to uphold the highest standards of integrity in their coursework, assessments, and interactions.

### **Core Principles**

- **Honesty:** Submit original work and accurately represent your contributions.

- Responsibility: Take ownership of your learning and adhere to all academic policies.
- Fairness: Respect the rights of peers and maintain equitable practices in collaborative work.

### Prohibited Conduct

- Plagiarism: Presenting another person’s work, ideas, or words as your own without proper citation.
- Cheating: Using unauthorized materials or assistance during exams or assignments.
- Fabrication: Falsifying data, research, or academic records.
- Collusion: Assisting others in dishonest practices or sharing answers inappropriately.

### Consequences of Violations

Violations of academic integrity may result in:

- Formal warnings and mandatory academic counseling.
- Grade penalties on the affected assignment or course.
- Disciplinary actions, including suspension or dismissal from the program for repeated or severe infractions.

### Reporting and Resolution

Students who suspect or witness academic misconduct should report concerns to the Academic Supervisor or Program Coordinator. TTCC will review all reports promptly and ensure due process in resolving cases.

### Grading Standard

TTCC uses the following grading system to evaluate academic performance. This system does not apply to Credit/No Credit courses.

Percentage	Grade	GPA	Description
90–100%	A	4.0	Outstanding
80–89%	B	3.0	Very Good
70–79%	C	2.0	Pass
Below 70%	D	1.0	Not Passing

*Additional Grade Symbols:*

- *I = Incomplete*
- *W = Withdrawn*
- *IP = In Progress*

- *CR = Credit (Pass)*
- *NR = No Credit (Fail)*

## **Academic Standing and Dismissal Policy**

Students must maintain a 2.0 GPA throughout the academic program and earn at least a “C” grade in each class.

If a student’s GPA falls below 2.0 or they fail to meet academic standards, TTCC will initiate intervention measures before considering disenrollment. These interventions may include:

- Academic Support Sessions with Student Support Specialists
- Progress Review Meetings with the Program Coordinator
- Guidance and Planning with the Academic Supervisor to develop an improvement plan

The purpose of these interventions is to provide students with the resources and support needed to succeed.

However, if the student fails to demonstrate accountability or does not respond to outreach efforts and scheduled interventions, TTCC reserves the right to proceed with disenrollment from the program.

## **Attendance Policy**

TTCC emphasizes the importance of attendance for student success.

- Students must attend all scheduled classes and mandatory events (e.g., Orientation, Symposiums, Practicum Orientation).
- Documented absences for illness, family emergencies, or similar reasons will not negatively impact grades.
- It is the student’s responsibility to notify instructors and program staff promptly regarding absences and to request guidance on making up missed work.

TTCC reserves the right to withdraw students for excessive absences if communication and accountability are not maintained.

## **Leave of Absence Policy**

TTCC may grant a leave of absence of up to one year for medical or personal reasons. It is the student’s responsibility to initiate the leave request and provide required documentation.

- Personal Leave: Submit a written request with supporting documentation to [academics@tarzanatc.org](mailto:academics@tarzanatc.org).
- Medical Leave: Include a letter from a licensed healthcare provider on official letterhead stating diagnosis, limitations, and estimated recovery time. TTCC reserves the right to verify the qualifications of the certifying professional.

# TTCC Student Catalog Glossary

## Acronyms

- **BPPE** – Bureau for Private Postsecondary Education  
California state agency that oversees private colleges and ensures compliance with education laws.
- **TTCC** – Tarzana Treatment Centers College  
The educational division of Tarzana Treatment Centers, Inc.
- **SUD** – Substance Use Disorder  
A medical condition involving the misuse of alcohol or other drugs.
- **CCAPP** – California Consortium of Addiction Programs and Professionals  
A certifying body for addiction counselors in California.
- **CADTP** – California Association of DUI Treatment Programs  
Another certifying body for addiction counselors, focused on DUI treatment.
- **STRF** – Student Tuition Recovery Fund  
A California fund that protects students from financial loss if a school closes or fails to meet obligations.
- **OSAR** – Office of Student Assistance and Relief  
A California agency that helps students with consumer protection and tuition recovery.
- **FSA** – Federal Student Aid  
U.S. government financial aid programs for students (not available at TTCC).

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## Behavioral Health & Academic Terms

- **Addiction Counselor**  
A professional who helps individuals with substance use disorders recover and manage their health.
- **Case Management**  
Coordinating care and services for clients, including assessment, planning, and referrals.
- **Patient Navigator**  
A professional who helps clients access healthcare and support services.
- **Recovery Technician**  
Entry-level role supporting individuals in addiction recovery.

- **Health Educator**  
A professional who teaches individuals and communities about health and wellness.
- **Evidence-Based Practice**  
Approaches to treatment and counseling that are supported by scientific research.
- **Culturally Responsive**  
Practices that recognize and respect the diverse backgrounds of clients.
- **Minnesota Model**  
A widely used approach to addiction treatment based on the Twelve-Step philosophy.
- **Motivational Interviewing**  
A counseling technique that helps clients find motivation to change unhealthy behaviors.
- **Cognitive Behavioral Therapy (CBT)**  
A type of therapy that helps clients change negative thought patterns and behaviors.
- **Co-occurring Disorders**  
When a person has both a substance use disorder and another mental health condition.
- **HIPAA – Health Insurance Portability and Accountability Act**  
U.S. law that protects patient privacy and health information.
- **Title 42, Code of Federal Regulations**  
Federal rules governing confidentiality in substance use treatment.
- **Challenge Examination**  
A test that allows students to earn credit for prior knowledge (not offered at TTCC).
- **Academic Integrity**  
The commitment to honesty and ethical behavior in all academic work.
- **Grievance**  
A formal complaint about a policy, staff member, or program.
- **ADA – Americans with Disabilities Act**  
U.S. law ensuring access and accommodations for people with disabilities.

## Counselor Status Definitions

### Registered Counselor

- An individual who has enrolled with a certifying body (such as CCAPP or CADTP) and is officially recognized as working toward becoming a certified counselor.

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- Registration is the first step in the professional pathway.
- Registered counselors can begin supervised fieldwork and gain practical experience, but are not yet fully certified and must work under supervision.

### **Certified Counselor**

- A counselor who has completed all educational requirements, accrued the necessary supervised fieldwork hours, and passed a state-approved certification exam.
- Certification is granted by a recognized organization (e.g., CCAPP, CADTP).
- Certified counselors can work independently within their scope of practice and must maintain certification through continuing education and renewal.

### **Holding a Certificate vs. Certification**

- Earning a certificate from TTCC means you have completed the educational program. However, you are not considered a certified counselor until you have also completed all required supervised fieldwork hours and passed the state-approved certification exam.
- Holding a certificate alone does not authorize you to work independently as a certified counselor; it shows you have met the academic requirements but not all steps for certification.

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## **Internship, Practicum, and Externship: What's the Difference?**

### **Internship**

- A structured, supervised work experience at an approved site (such as a treatment center or clinic) where students apply classroom learning in real-world settings.
- Usually part of the educational program and may be required for certification.
- Focuses on gaining practical skills and professional experience.
- May be paid or unpaid, and can last several weeks or months.

### **Practicum**

- A supervised, hands-on learning experience that is typically shorter and more focused than an internship. Practicums are designed to help students develop specific clinical or counseling skills.
- Often integrated into the curriculum as a required course.
- Emphasizes skill development, observation, and direct client interaction.

- Usually unpaid and completed under the guidance of a faculty member or licensed professional.

**Externship**

- A short-term, observational experience where students shadow professionals in the field to gain exposure to workplace environments and practices.
- Focuses on observation rather than direct participation.
- Typically shorter than internships and practicums (days to weeks).
- Helps students explore career options and understand professional roles.

**Summary Table**

<b>Experience</b>	<b>Main Focus</b>	<b>Duration</b>	<b>Student Role</b>	<b>Paid/Unpaid</b>
Internship	Practical work	Weeks–Months	Active participation	May vary
Practicum	Skill development	Course-based	Direct client work	Usually unpaid
Externship	Observation	Days–Weeks	Shadowing professionals	Usually unpaid