



**Tarzana Treatment Centers College**  
**School Catalog**  
**January 1, 2026 – December 31, 2026**

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

**Main Campus**

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**Required Student Disclosures**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

**Annual Catalog Update Statement**

This catalog is updated at least annually. If changes in educational programs, services, procedures, or policies occur before the next annual update, such changes will be provided to students and the public via catalog supplements or inserts at the time the changes are made.

**Catalog Availability / Distribution**

This catalog is available to prospective students and the public in electronic format as a downloadable PDF via [TTCCollege.org](http://TTCCollege.org) website. The catalog may also be provided electronically by the Admissions and Records team upon request at [ttccrecords@tarzanatc.org](mailto:ttccrecords@tarzanatc.org). Printed copies are not provided.



## Welcome

Welcome to the 2026 academic year at Tarzana Treatment Centers College. We are pleased to welcome you to a learning community dedicated to service, professional growth, and excellence in the behavioral health field.

Your decision to pursue a career in behavioral health reflects a commitment to compassionate care, ethical practice, and meaningful impact. Substance Use Disorder (SUD) Counseling Certification program is designed to provide the knowledge, practical skills, and professional foundation necessary to support individuals, families, and communities on their recovery journeys.

Throughout your enrollment, you will be supported by experienced faculty and trainers, relevant and practice-informed instruction, and student support services designed to promote access, equity, and success. We are proud to offer enhanced learning resources, expanded student services, and opportunities to engage with real-world behavioral health practices aligned with your chosen program.

We encourage you to take full advantage of the academic, training, advisement, and support resources available to you, and to communicate openly with faculty and staff as you progress. Our goal is to foster an environment rooted in integrity, collaboration, and respect—one that prepares you to make a meaningful contribution to California's behavioral health workforce.

Thank you for choosing Tarzana Treatment Centers College. We are honored to support you as you begin or continue this important professional journey.

Sincerely,

**The Tarzana Treatment Centers College Team**





## About Us

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

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

Established in 2019 and launched in 2020 through the Department of Program Development, Tarzana Treatment Centers College was created to expand access to postsecondary education, professional certification, and workforce training in the behavioral health field. TTCC serves current Tarzana Treatment Centers employees, prospective workforce candidates, and behavioral health professionals throughout California.

Tarzana Treatment Centers College is a private postsecondary institution approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate signifies compliance with applicable state standards as outlined in the California Education Code and Title 5 of the California Code of Regulations. TTCC operates pursuant to the California Private Postsecondary Education Act of 2009 (California Education Code §§94800–94999.3) and Title 5, Division 7.5 of the California Code of Regulations.

## Our Mission

The mission of Tarzana Treatment Centers College (TTCC) is to expand access to a quality and affordable healthcare learning experience for adults in all stages of their professional careers and development. As part of this mission, we implement academic courses and student activities with an emphasis on delivering quality integrated healthcare services based on evidence-based practices, patient-centered care, and reducing the total cost of care.

## Our Vision

TTCC believes that a progressive education empowers and results in exemplary healthcare professionals committed to addressing the healthcare needs of their community.

## 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.

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- 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 educational quality and 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

These objectives are established in accordance with California Education Code §94885(a), which requires that educational programs be capable of achieving their stated objectives.

Together, these statements reflect the foundation of Tarzana Treatment Centers College and its commitment to continuous improvement, regulatory compliance, and service to students and communities.

## 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 campus includes administrative offices, a student library, a computer lab, classrooms, a reception area, and student support spaces.

Classrooms are equipped with heating and air conditioning, audio-visual technology, projectors, whiteboards, and flexible seating. Additional amenities include access to a student cafeteria and adjacent meeting spaces used for instructional and experiential learning activities.

Free on-site parking is available to students. The facility is fully ADA-compliant, with accessible restrooms and accommodations for individuals with disabilities.

All instructional activities conducted at this location are authorized under Tarzana Treatment Centers College’s approval to operate issued by the Bureau for Private Postsecondary Education pursuant to California Education Code §94886.



## Instructional Staff Qualifications

Instruction at Tarzana Treatment Centers College is provided by instructional staff who meet institutional qualification standards and possess education, training, and professional experience appropriate to the subject matter taught. Instructors hold a master's or doctoral degree in education, counseling, psychology, or a related healthcare field, or demonstrate equivalent professional experience qualifying them to deliver postsecondary instruction.

In addition, TTCC employs instructional staff who hold professional licensure and advanced credentials in relevant fields, including, as applicable, licensed psychologists, licensed marriage and family therapists (LMFTs), licensed or certified case managers, and individuals holding advanced academic or professional degrees (e.g., PhD, PsyD, JD), as well as discipline-specific certifications.

Instructional delivery is informed by evidence-based practices and, where appropriate, lived professional experience. Instructional staff are responsible for delivering coursework, facilitating instructional activities, evaluating student performance, and supporting applied learning experiences in accordance with approved program requirements, institutional policies, and applicable state regulations.



## Institutional Approval, Accreditation, and Program Recognitions

### Approval to Operate in California

Tarzana Treatment Centers College (TTCC) is a private postsecondary institution approved to operate by the Bureau for Private Postsecondary Education (BPPE), a state agency responsible for the oversight of private postsecondary institutions in California.

Approval to operate signifies that the institution has met the minimum operating standards established under California Education Code §94885 and Title 5, Division 7.5 of the California Code of Regulations.

Approval to operate does not imply endorsement or recommendation by the State of California or the Bureau for Private Postsecondary Education, nor does it indicate that the institution exceeds minimum state standards.

The institution is authorized to offer the educational programs described in this catalog in accordance with the scope of its BPPE approval.

### Regulatory Authority

Tarzana Treatment Centers College operates pursuant to the requirements of:

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

### Institutional Disclosures

As part of its approval to operate, Tarzana Treatment Centers College 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 (5) years
- It has not had a bankruptcy petition filed against it within the past five (5) years resulting in reorganization under Chapter 11 of the U.S. Bankruptcy Code

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, <http://www.bppe.ca.gov>, (888) 370-7589 and fax: (916) 263-1897.



## Accreditation Disclosure

Tarzana Treatment Centers College and its educational programs are not accredited by an accrediting agency recognized by the U.S. Department of Education, as defined under California Education Code §94909(a)(16).

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 be transferable to other colleges or universities. Transferability of credits is always at the discretion of the receiving institution.

This disclosure is provided in accordance with California Education Code §94909(a)(16).

## Programmatic Approvals and Authorizations

Tarzana Treatment Centers College is a private postsecondary institution approved to operate by the Bureau for Private Postsecondary Education (BPPE) in accordance with the California Private Postsecondary Education Act of 2009 (California Education Code §§94900–94999.3) and Title 5, Division 7.5 of the California Code of Regulations.

Approval to operate, as defined under California Education Code §94886, signifies that the institution has met the minimum operating standards required by law. Approval to operate does not constitute endorsement or recommendation by the State of California or the Bureau for Private Postsecondary Education, nor does it indicate that the institution exceeds minimum state standards (Education Code §94897(l)).

In addition to institutional approval, the Tarzana Treatment Centers College Substance Use Disorder (SUD) Counseling Certificate Program is designed to align, where applicable, with certain California-recognized certification, workforce, and industry standards. Any such alignment reflects curriculum design considerations only.

These programmatic alignments do not constitute accreditation, do not replace BPPE approval to operate, and do not guarantee licensure, certification, credentialing, or employment. Certification and professional authorization are governed solely by applicable external agencies and may require additional requirements beyond completion of Tarzana Treatment Centers College programs.



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

Tarzana Treatment Centers College offers the Substance Use Disorder (SUD) Counseling Certificate educational pathway, which is designed to align with California certification education requirements for substance use disorder counseling.

The SUD Counseling Certificate Program is designed to align with certification education standards established by two of the three California-recognized professional organizations, including:

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

These programmatic alignments indicate that the curriculum is designed to address educational and training requirements established by these certifying bodies for substance use disorder counselor certification in California. Program alignment does not constitute accreditation, certification, or licensure.

Eligibility for certification is determined solely by the applicable certifying organization and is subject to the applicant meeting all requirements in effect at the time of application. Requirements may include, but are not limited to, education, training hours, examinations, registration status, and supervised experience.

In accordance with California Education Code §§94905 and 94899, completion of this program does not by itself authorize a graduate to engage in professional practice or guarantee eligibility for certification or licensure.

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

While Tarzana Treatment Centers College (TTCC) does not hold national accreditation, the institution is firmly committed to delivering a rigorous, high-quality educational experience grounded in professional standards and best practices. TTCC equips students with the knowledge, practical skills, and supervised applied training necessary to succeed in real-world behavioral health and allied health settings.

Through carefully designed curricula, experienced instructional staff, and alignment with California-recognized workforce and certification standards, TTCC prepares students to pursue professional certification and meaningful employment opportunities within California's behavioral health workforce. The college remains dedicated to continuous improvement, ethical practice, and student success across all programs offered.



## Substance Use Disorder (SUD) Counseling Certificate Program

This program is offered pursuant to Tarzana Treatment Centers College’s approval to operate issued by the Bureau for Private Postsecondary Education (BPPE) in accordance with California Education Code §94886.

The Substance Use Disorder (SUD) Counseling Certificate Program is designed to align with certification education standards established by two of the three California-recognized professional organizations for substance use disorder counseling, including:

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

The program is not aligned with, approved by, or recognized by all California-recognized certifying organizations, and no representation is made that the program meets the requirements of any certifying body other than those expressly identified above.

These programmatic alignments indicate that the curriculum is designed to address certain educational and training components required by CCAPP and CADTP. Program alignment does not constitute accreditation, certification, licensure, or approval by any certifying organization, and is disclosed in accordance with California Education Code §§94905 and 94899.

### Program Fit and Intended Audience

The following information is provided to assist prospective students in determining whether the SUD Counseling Certificate Program with TTCC aligns with their professional goals.

This program may be appropriate for individuals who:

- Seek comprehensive education and supervised training in substance use disorder counseling
- Intend to pursue professional certification through a California-recognized certifying body
- Are prepared to complete supervised clinical fieldwork
- Prefer structured preparation aligned with core competencies used in addiction treatment settings

### Estimated Weekly Time Commitment (Coursework Only)

Students should anticipate an average time commitment of approximately 5–10 hours per week dedicated to academic coursework, including class participation, reading, assignments, and study. This estimate applies to coursework only and does not include required practicum or supervised fieldwork hours.

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## Program Description

The SUD Counseling Certificate Program is designed for individuals seeking comprehensive education and supervised training in substance use disorder counseling. The curriculum emphasizes addiction theory, applied counseling skills, ethical and legal practice, case management, and supervised fieldwork to prepare students for entry-level roles in behavioral health and addiction treatment settings.

The program is intended for working professionals and career changers seeking structured preparation aligned with core competencies commonly required by California-recognized certifying bodies. Completion of the program does not guarantee licensure, certification, or employment.

## 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 on substance use disorders.
- Apply ethical and legal standards relevant to substance use disorder counseling practice in California, including confidentiality and professional conduct requirements.
- Conduct client screenings and assessments and contribute to the development of individualized treatment plans using evidence-based and culturally responsive practices.
- Utilize effective counseling techniques in individual, group, and family settings appropriate to entry-level substance use disorder treatment roles.
- Manage client cases and systems of care, including documentation, referrals, and coordination of services within behavioral health settings.
- Demonstrate professional readiness through reflective practice, cultural humility, and adherence to industry standards.
- Integrate classroom learning with supervised clinical and fieldwork experiences in real-world behavioral health environments.

## Program Structure and Completion Requirements

The SUD Counseling Certificate Program consists of two required components, both of which must be successfully completed to earn the Certificate of Completion.

### Core Addiction Studies Courses: SUD 101 – SUD 106

Core academic coursework is delivered primarily online and completed one course at a time in a structured, sequential format. Students must successfully complete each course before matriculating into the next course in the sequence. This cohort-based progression

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model is designed to support focused learning, skill development, and academic continuity.

Students should anticipate dedicating approximately 10–15 hours per week to coursework, including readings, assignments, and related learning activities. Core courses include one (1) to two (2) live instructional sessions per month, as scheduled.

**Applied Clinical Training: SUD 107 and SUD 108**

Applied clinical training is completed through two required courses that integrate academic learning with supervised, real-world clinical experience:

- SUD 107 – Practicum / Graduate Project (45 Hours)

This course provides structured academic and faculty support for practicum preparation, including documentation requirements, mentorship, and academic supervision. Students complete a capstone project integrating classroom learning with applied experience.

- SUD 108 – Field Work Practicum (Internship) (255 Hours)

This course requires completion of 255 hours of supervised clinical fieldwork at an approved treatment or community-based behavioral health site. Fieldwork is completed under the supervision of qualified site preceptors and in accordance with certifying-body requirements. Students typically dedicate 5–15 hours per week, depending on site availability and scheduling.

**Course Descriptions**

Each course incorporates applied learning, evidence-based practices, and culturally responsive approaches relevant to substance use disorder 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 Page 11 of 28 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 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, Page 12 of 28 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 practicum internship in a clinical setting.

**SUD 108 – Field Work Practicum (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.

### Program Delivery

The SUD Counseling Certificate Program is delivered through a combination of distance education and in-person training:

- **Distance Education – Core Academic Coursework**

Core academic coursework is delivered through distance education using Tarzana Treatment Centers College’s learning management system, Moodle. Students access instructional materials, submit assignments, and participate in required online learning activities. Required instructional materials are made available no later than one (1) week prior to the start of each course.

For distance education coursework, instructor evaluation and feedback on student submissions are provided within five (5) calendar days of receipt.

- **Applied Clinical Training – In-Person**

Applied clinical training is completed in person through supervised practicum and fieldwork experiences at approved treatment or community-based behavioral health sites. Practicum placement is selected by the student, subject to site requirements and program approval. Tarzana Treatment Centers College does not place students and does not guarantee practicum or fieldwork placement.

### Career Outcomes and Occupational Classifications

Completion of the program prepares students with foundational knowledge and skills applicable to entry-level positions within behavioral health and addiction treatment settings.

Job Title	SOC Code (6-digit)
Substance Abuse Counselor	21-1011
Case Manager	21-1012
Health Educator	21-1091
Recovery Technician	21-1093
Patient Navigator	21-1099



The occupational classifications listed above are provided for informational and reporting purposes only. Completion of the program does not guarantee employment, job placement, job title, licensure, or certification.

## **Certification Pathways and Student Responsibilities**

The program provides an educational foundation that may support professional advancement within California’s behavioral health workforce. Completion of the program does not guarantee certification or credentialing.

### **Initial Registration**

Upon enrollment and participation in the program, students may pursue initial registration with a California-recognized certifying organization. Initial registration generally permits individuals to begin accruing supervised fieldwork hours toward professional certification, subject to the rules and requirements of the selected certifying body.

### **California-Recognized Certifying Organizations**

Graduates meet educational requirements to apply for certification consideration through:

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

### **Student Responsibilities for Certification**

Certification requirements may include:

- Maintaining active registration status
- Completing additional supervised experience beyond TTCC’s curriculum
- Passing a state-approved certification examination
- Meeting renewal and continuing education requirements

Requirements may change without notice. Students are responsible for monitoring current standards and confirming requirements directly with the certifying organization.

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

Students are encouraged to consider:

- Registration requirements and documentation
- Additional fieldwork hour requirements
- Examination content, preparation, and scheduling
- Renewal and continuing education obligations
- Fees, deadlines, and timelines



## Admissions Requirements

Admission requirements at Tarzana Treatment Centers College (TTCC) apply to the Substance Use Disorder (SUD) Counseling Certificate Program, which is the sole educational program offered by the institution.

To be considered for admission, applicants must meet the following eligibility criteria:

- Be at least 18 years of age at the time of enrollment
- Possess a high school diploma or equivalent, such as a General Educational Development (GED) certificate

Demonstrate an interest in pursuing training or employment in a behavioral health or substance use disorder treatment setting

## Language of Instruction

Instruction is provided exclusively in English. Applicants must be able to read, write, speak, and understand English at a level sufficient to participate in instructional activities, complete written and online assignments, and engage in required program components.

English language proficiency is determined through self-attestation. The institution does not administer English proficiency examinations and does not require standardized language assessments (such as TOEFL). English as a Second Language (ESL) instruction or language support services are not provided.

## Recommended Skills and Resources

While not required for admission, applicants are encouraged to possess the following skills and resources to support successful participation:

- Basic computer literacy, including use of email, web-based learning platforms, and word-processing software
- Effective written and verbal communication skills appropriate for instructional and collaborative learning activities
- Reliable internet access and a device capable of supporting online coursework

## Time Commitment and Engagement Expectations

The SUD Counseling Certificate Program is an accelerated program that requires consistent engagement and active participation.

- Students should expect to dedicate approximately 5–10 hours per week to academic coursework, including readings, assignments, and related learning activities.



- This estimate applies to coursework only and does not include required practicum or supervised fieldwork hours, which are completed separately as part of the program.

Students are encouraged to ensure they have sufficient availability and effective time-management skills to meet program expectations.

## Required Documentation

Applicants must submit the following documentation as part of the admissions process:

- Completed online application form
- Proof of high school graduation or GED equivalency
- Copy of a valid government-issued photo identification

Submission of required documentation is necessary to complete the application and proceed to enrollment.

## Practicum and Externship Requirements and Student Responsibility

Practicum placement sites are independent external organizations that establish and enforce their own onboarding, eligibility, and participation requirements. These requirements may include, but are not limited to, background checks, immunizations, health screenings, training certifications, drug testing, and compliance with site-specific policies.

Students are solely responsible for meeting all practicum placement requirements established by field sites. TTCC does not control, modify, or waive site requirements and cannot guarantee placement if a student does not meet a site's eligibility criteria.

Failure to satisfy practicum requirements may result in delayed program progression or delayed completion of the program.

## Application Process

- **Submit Application:** Complete and submit the TTCC general 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 that includes the Enrollment Agreement, the applicable School Performance Fact Sheet (SPFS), and instructions for next steps.



## Tuition and Financial Information

Tuition and fees are subject to change at the discretion of Tarzana Treatment Centers College (TTCC) until an Enrollment Agreement is executed and payment is received.

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

The total cost of the Substance Use Disorder Counseling Certificate Program is \$3,500.00. This total includes the non-refundable student registration fee, the Student Tuition Recovery Fund (STRF) fee (if applicable), and base tuition.

Base tuition covers instruction, student support services, course assessments, and issuance of the Certificate of Completion for the program’s online and in-person instructional components.

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

The Student Registration Fee is non-refundable. The STRF fee is assessed in accordance with applicable state requirements. Refer to the Refund Policy section of this catalog for additional information regarding refunds and cancellation rights.

### Payment Policies

Students who do not pay the total program cost in full prior to the start of instruction may request participation in a TTCC institutional payment plan, which allows tuition to be paid in scheduled installments.

- Payment plan requests must be submitted by the student and approved by an authorized TTCC representative prior to the start of the program.
- Approved payment plans must be selected and documented in the Student Enrollment Agreement.
- Payment plan options are available only after TTCC receives the non-refundable \$250.00 student registration fee.

### Accepted Forms of Payment

TTCC accepts cash, cashier’s checks, money orders, and credit cards. All payments must be made payable to Tarzana Treatment Centers, Inc.

Payments that are declined or returned may be subject to a \$30.00 processing fee per occurrence. Repeated declined payments may require the student to use an alternative payment method or, with written authorization, enroll in an automatic payment arrangement.



Failure to maintain scheduled payments may result in temporary suspension of account access. Accounts that remain past due, following applicable notice and in accordance with the Enrollment Agreement and Refund Policy, may be referred to a third-party collections agency. Instruction may resume once all outstanding balances and applicable fees are satisfied.

## **Student Loans**

Tarzana Treatment Centers College does not participate in federal or state financial aid programs and does not offer, originate, or process student loans. TTCC does not participate in Federal Student Aid (FSA) programs.

Students who choose to finance their education through private or personal loans obtained independently of TTCC are solely responsible for repayment of those loans, including any applicable interest, less the amount of any refund issued in accordance with the institution's Refund Policy.

TTCC does not endorse, guarantee, service, or act as a lender for any private or government-issued student loans. Questions regarding loan terms, repayment, deferment, or default should be directed to the student's loan servicer or guaranty agency.

Students who default on loans obtained independently may be subject to actions imposed by the lending or government authority, which may include collection efforts or impacts on eligibility for future financial aid at other institutions. TTCC does not control or intervene in such actions.



## Enrollment Cancellation, Withdrawal, and Refund Policy

### STUDENT'S RIGHT TO CANCEL

A cancellation occurs when a student terminates enrollment before instruction begins or during the cancellation period, which extends through attendance at the first-class session or within seven (7) calendar days after enrollment, whichever occurs later. A cancellation is distinct from a withdrawal, which occurs after the cancellation period has expired. This definition is provided in accordance with California Education Code §§94919–94920 and Title 5, California Code of Regulations §71750.

A student may cancel enrollment in an educational program by submitting written notice to Tarzana Treatment Centers College. A student who cancels enrollment is entitled to a refund of charges paid if notice of cancellation is provided by attendance at the first-class session or within seven (7) calendar days after enrollment, whichever occurs later, in accordance with applicable state law.

Under these circumstances, the institution shall refund one hundred percent (100%) of institutional charges paid, less a reasonable non-refundable registration or application fee not to exceed two hundred fifty dollars (\$250). If a one hundred percent (100%) refund is issued pursuant to California Education Code §94919(d) or §94920(b), any Student Tuition Recovery Fund (STRF) assessment paid shall also be refunded.

### Distance Education Disclosure (5 CCR §71716)

Certain program formats offered by Tarzana Treatment Centers College include distance education instruction delivered in a hybrid format, which may consist of asynchronous online coursework, synchronous virtual meetings, and in-person instructional components.

For programs that include distance education coursework, students have the right to cancel enrollment and receive a refund of charges paid through attendance at the first-class session or within seven (7) calendar days after enrollment, whichever occurs later. Cancellation is effective on the date written notice is sent.

### Cancellation Procedures

To cancel enrollment and request a refund, a student must submit written notice by email clearly stating the intent to cancel enrollment.

Notices must be sent to:

- [Academics@tarzanatc.org](mailto:Academics@tarzanatc.org),
- Copy (CC): [tccrecords@tarzanatc.org](mailto:tccrecords@tarzanatc.org)
- Email subject line: “Cancellation and Refund Request”



The cancellation becomes effective no later than the date the written notice is received by the institution. Written confirmation of the cancellation and refund status will be provided to the student.

### **Refund Timing and Documentation**

All refunds due as a result of cancellation shall be issued within forty-five (45) calendar days of the effective cancellation date.

The institution will provide documentation specifying:

- The amount of the refund
- The method used to calculate the refund
- The date the refund was issued
- The name and address of the person or entity to whom the refund was sent

If any portion of a refund is made to a third party on behalf of a student, the institution will provide the student, within forty-five (45) calendar days, written notice (hard-copy or electronic) itemizing the amount refunded, the name of each third party, and the date of each refund.

### **Withdrawals and Refunds**

A withdrawal occurs when a student ends enrollment in an educational program after the cancellation period has expired. Any termination of enrollment after the cancellation period is considered a withdrawal and is subject to the institution's withdrawal and pro rata refund policies, in accordance with California Education Code §§94919, 94920, and 94927 and Title 5, California Code of Regulations §71751.

### **Withdrawal Procedures**

Withdrawal from the program may be initiated by the student or by the institution, depending on the circumstances. The procedures and effective dates for each type of withdrawal are outlined below.

#### **Student-Initiated Withdrawals**

A student may withdraw by submitting written notice by email. Withdrawal requests must be sent to:

- [Academics@tarzanatc.org](mailto:Academics@tarzanatc.org),
- Copy (CC) to [ttccrecords@tarzanatc.org](mailto:ttccrecords@tarzanatc.org)
- Email subject line: "Withdrawal and Refund Request"

The effective date of withdrawal shall be no later than the date the written notice is received by the institution. Written confirmation of withdrawal will be provided to the student.



## **Institution-Initiated Withdrawals**

The institution may withdraw a student by written notice for conduct-related reasons, including but not limited to lack of attendance. A student may be withdrawn if the student exceeds the maximum number of consecutive class days of absence as defined in the institution's attendance policy. If a student is withdrawn for lack of attendance, the effective date of withdrawal shall be the student's last date of attendance.

## **Pro Rata Refund Policy**

For students who withdraw or are withdrawn after the cancellation period, refunds shall be calculated on a pro-rata basis in accordance with California Education Code §§94919(c), 94920(d), or 94927 and Title 5, California Code of Regulations §71751.

The refund amount is calculated as follows:

- Total charges paid by the student,
- Minus the daily or hourly instructional charge, calculated by dividing total institutional charges (less any non-refundable charges) by the total number of scheduled days or hours in the program, multiplied by the number of days or hours attended prior to withdrawal
- Minus any non-refundable charges

All scheduled days or hours prior to the student's last date of attendance, including absences, shall be included in the refund calculation.



## Student Services

Tarzana Treatment Centers College is committed to supporting student success by providing access to academic, administrative, and workforce-related support services throughout a student’s enrollment. These services are designed to promote academic achievement, support program progression, and facilitate preparation for workforce participation, as applicable. The Admissions & Records, Student Support Services, Workforce Development, and Academic Departments work collaboratively to provide individualized assistance and referrals to appropriate internal or external resources.

### Academic Advising and Support

Academic advising is provided by instructional faculty and academic staff to support student learning and mastery of course content. Advising focuses on coursework expectations, assignment requirements, program progression, and clarification of academic policies and standards.

Students are encouraged to maintain regular communication with instructors and academic staff throughout enrollment to seek guidance, request feedback, and access academic support related to their program of study.

### Academic Tutoring

Academic tutoring is available to support students with course-related learning needs and academic skill development. Tutoring focuses on understanding course material and meeting academic expectations.

Tutoring may be offered virtually and provided in individual or group formats, depending on availability. Students are encouraged to engage in collaborative learning and may form study groups with peers and tutors.

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

### Library

TTCC provides students with access to a dedicated library located on the Main Campus. The library houses a collection of reference texts, student textbooks, supplemental readings, and addiction-focused journals to support the academic and professional development of students.

Students may use library materials on-site or check them out for off-campus use. Library hours are Monday through Friday, from 8:00 AM to 4:00 PM. For assistance or to inquire about specific resources, students may contact Student Support Services at [StudentSupportServices@Tarzanatc.org](mailto:StudentSupportServices@Tarzanatc.org).



As the Substance Use Disorder (SUD) Counseling Certification Program is delivered via distance education, all enrolled students are provided with free access to required textbooks, case studies, and instructional materials through the Moodle platform to ensure equitable access to learning resources.

### **Technology Support**

Technology support is available to assist students and training participants with accessing and using required learning platforms and institutional technology resources. Technology support is intended to assist with navigation of systems and platforms and does not include academic instruction or tutoring.

Students and participants may access available computer labs and loaner laptops at the institution's Woodland Hills location.

To request technology or digital literacy assistance, students should email [TTCCstudentsupport@tarzanatc.org](mailto:TTCCstudentsupport@tarzanatc.org).

### **Workforce Development Support**

The Workforce Development Department supports students and training participants by facilitating access to workforce-related resources and professional development opportunities relevant to their program of study. Services may include career readiness guidance, coordination with internal or external partners, and referrals to employment-related resources, as applicable.

Workforce Development services are intended to support workforce preparation and professional development and do not guarantee employment, job placement, or practicum placement. Students remain responsible for meeting all program, practicum, and certifying-body requirements.

To request workforce development assistance, students should email [TTCCstudentsupport@tarzanatc.org](mailto:TTCCstudentsupport@tarzanatc.org).

### **ADA / Accessibility Services**

Tarzana Treatment Centers College is committed to providing qualified individuals with disabilities equal access to its educational programs, training programs, services, and activities in compliance with the Americans with Disabilities Act (ADA), ADA Amendments Act (ADAAA), Section 504 of the Rehabilitation Act of 1973, and applicable federal, state, and local laws.

Reasonable accommodations are provided to eligible students with documented disabilities when such accommodations do not fundamentally alter the nature of the program or impose an undue burden on the institution. Accommodation determinations are made on an individualized, case-by-case basis.



## Requesting Accommodations

Students requesting disability-related accommodations must:

- Submit a written request for accommodation
- Provide appropriate documentation from a qualified professional supporting the request

Requests and supporting documentation should be submitted to [Accommodations@tarzanatc.org](mailto:Accommodations@tarzanatc.org).

Students are encouraged to submit accommodation requests as early as possible. Accommodations are not retroactive and take effect only after documentation has been reviewed and an official accommodation determination has been issued.

## Housing

Tarzana Treatment Centers College is a non-residential institution and does not provide or assist with student housing. The availability and selection of housing near institutional facilities is the sole responsibility of the student. Dormitory facilities are not provided.

For students seeking housing, contacting a local realtor or housing service is recommended. As a general reference, average monthly rental costs in Woodland Hills may exceed \$2,000, though costs vary by location and market conditions.

## Visas

Visa services are not provided, and the institution does not issue the Form I-20 required to apply for a student visa. Enrollment documentation and transcripts may be provided upon request; however, the institution does not advocate for student visa status.

No fees or charges associated with student visas (including, but not limited to, SEVIS I-901 fees) are assessed, collected, or transmitted by or on behalf of the institution.

## Health Services

Tarzana Treatment Centers College does not provide on-campus health services. However, the institution is committed to supporting students in accessing appropriate healthcare resources during their enrollment.

Requests for health-related referral assistance are handled by the Student Support team and are treated as confidential. Information related to health or mental health referral requests is not shared with instructional faculty or academic staff and does not become part of the student's academic record, unless disclosure is required by law or authorized by the student.



## Student Primary Care

Students who require medical assistance or who do not have an established primary healthcare provider may request referrals to internal or external healthcare resources by contacting the Student Support team.

Referral requests should be submitted by email to [TTCCstudentsupport@tarzanatc.org](mailto:TTCCstudentsupport@tarzanatc.org).

- Resources may include programs or services offered through Tarzana Treatment Centers, Inc., when available.
- External resources may include community-based healthcare providers or clinics unaffiliated with the institution.

Referrals are provided for informational purposes only. Students are responsible for selecting, contacting, and engaging with healthcare providers of their choice.

## Student Mental Health Support

Tarzana Treatment Centers College recognizes that coursework, training activities, or practicum experiences may contribute to or trigger mental health concerns. Students experiencing distress may request confidential referral information by contacting the Student Support team at [TTCCstudentsupport@tarzanatc.org](mailto:TTCCstudentsupport@tarzanatc.org).

The institution does not provide direct mental health treatment. Support is offered through referrals to appropriate internal or external mental health resources, which may include:

- Resources offered through Tarzana Treatment Centers, Inc., when available
- External resources such as community-based mental health providers or licensed professionals unaffiliated with the institution.

Referrals are provided for informational purposes only. Students are responsible for selecting, contacting, and engaging with healthcare providers of their choice.

## Health Referral Disclaimer

Requests for primary care or mental health referral assistance are managed confidentially by Student Support and are not shared with academic departments or instructional staff. Referral information is provided for informational purposes only and does not constitute medical advice, diagnosis, or treatment.

Tarzana Treatment Centers College does not provide healthcare or mental health treatment and does not endorse, supervise, or assume responsibility for services provided by external healthcare providers. Students remain solely responsible for selecting, contacting, and engaging with healthcare providers of their choice.

The purpose of referrals is to support student well-being by facilitating access to qualified, impartial healthcare and mental health resources throughout the academic experience.



## Code of Conduct, Community Standards and Student Rights

Tarzana Treatment Centers College is committed to maintaining a safe, respectful, and professional learning and training environment. All individuals enrolled in or participating in TTCC programs are expected to conduct themselves with integrity, accountability, and professionalism in instructional, training, practicum (where applicable), and community-based settings.

These standards reflect expectations for individuals preparing for careers in the behavioral health workforce and apply to all College-related activities, including in-person instruction, online learning platforms, field placements, internships, and community-based engagements.

### Code of Conduct

Students are expected to conduct themselves in a manner consistent with professional and ethical standards applicable to the behavioral health field. Specifically, students are expected to:

- Comply with codes of conduct established by applicable certifying or licensing bodies, including but not limited to CCAPP or CADTP, as relevant to their program
- Protect participant, patient, and resident confidentiality in accordance with 42 CFR Part 2 and other applicable laws
- Cooperate with institutional or external investigations, except where disclosure would violate applicable confidentiality laws
- Adhere to the College's core values while engaged in coursework, field placements, internships, and all school-related activities

### Prohibited Conduct

Conduct that violates professional standards, institutional policy, or the safety and well-being of others is prohibited. Prohibited conduct includes, but is not limited to:

- Providing counseling services, attending program activities, or participating in instructional or practicum settings while under the influence of alcohol or illicit drugs
- Providing services beyond the scope of one's registration, certification, or professional authorization
- Discriminating against or harassing participants, patients, residents, students, faculty, or staff based on any protected characteristic under applicable law
- Exploiting professional relationships for personal, financial, or other inappropriate gain
- Engaging in sexual, romantic, or otherwise inappropriate conduct with program participants, patients, residents, or their family members



- Engaging in verbal, physical, or sexual harassment, intimidation, threats, or abuse

### **Behavioral Expectations**

Students are expected to demonstrate respectful and professional behavior in all learning environments, including classrooms, online platforms, and practicum or internship sites. This includes:

- Engaging respectfully with peers, faculty, staff, and site supervisors
- Collaborating appropriately on academic assignments and group projects
- Using institutional technology and communication platforms responsibly
- Participating in College-sponsored academic or professional development activities, when applicable

### **Student Rights and Accountability**

Students have the right to be treated with dignity, fairness, and respect, to participate in programs free from discrimination or harassment, and to raise concerns without fear of retaliation. Students are entitled to consistent application of institutional policies and access to the grievance process as outlined in the Student Grievance Policy.

Violations of this policy may result in disciplinary action, which may include formal warnings, academic sanctions, probation, suspension, or dismissal from the program, depending on the nature and severity of the violation. Disciplinary actions are administered in accordance with institutional procedures and applicable law.

### **Student Rights and Disclosures**

The College affirms the following:

- Educational programs and services are provided in compliance with applicable non-discrimination laws
- Accessibility requirements are upheld to support student participation in campus-based, online, and practicum-related settings
- Students, faculty, and staff are encouraged to report concerns related to institutional conduct, academic activities, or affiliated practicum environments

### **Grievance Process**

Tarzana Treatment Centers College provides a formal, fair, and accessible grievance process for addressing student concerns related to institutional personnel, academic programs, student services, policies, or practicum-related activities. This process is designed to ensure concerns are reviewed impartially, consistently, and in accordance with institutional policy and applicable law.



## Student Rights During the Grievance Process

Students who submit a grievance or are otherwise involved in a grievance review have the right to:

- Raise concerns without fear of retaliation, intimidation, or adverse academic consequences
- Have their grievance reviewed fairly, impartially, and in a timely manner, consistent with institutional procedures
- Be informed of the general steps involved in the grievance review process
- Submit relevant information or documentation in support of their grievance
- Receive written communication regarding the outcome of the grievance, consistent with institutional policy

Students are expected to participate in the grievance process in good faith and to provide accurate and truthful information. The institution reserves the right to take appropriate action if a grievance is determined to be intentionally false or submitted in bad faith, in accordance with institutional policy.

## How to File a Grievance

Students may submit a grievance report using one of the following methods:

- Complete the official grievance form at:  
<https://forms.office.com/r/By0g1HdZvY>
- Email [ttccgrievances@tarzanatc.org](mailto:ttccgrievances@tarzanatc.org)

## Confidentiality and Protection Against Retaliation

Grievance information is handled confidentially and shared only with individuals directly involved in the review and resolution process, consistent with applicable laws and institutional procedures.

Retaliation against any individual who submits a grievance in good faith or participates in a grievance review or investigation is strictly prohibited. Any act of retaliation is subject to disciplinary action under institutional policy.

## How to File a Complaint with the Bureau for Private Postsecondary Education

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free (888) 370-7589) or by completing a complaint form, which can be obtained on the bureau's internet website <https://www.bppe.ca.gov>.



## Student Records

Tarzana Treatment Centers College maintains student records in accordance with applicable state and federal requirements. Student transcripts and permanent academic records are maintained indefinitely. Other student records, including enrollment, academic, and financial records, are retained for the period required by applicable law and institutional policy.

Student records are maintained securely at the College’s headquarters and are protected in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Students have the right to inspect and review their education records in accordance with FERPA and institutional procedures.

Students may request access to their records or obtain transcripts using the procedures described below.

## Transcripts and Certificates

Transcript and document requests must be submitted via email to [TTCCrecords@tarzanatc.org](mailto:TTCCrecords@tarzanatc.org). Once a request is received, the Finance Team will contact the student to arrange payment, if applicable. Upon receipt of payment, requested documents will be processed.

Official transcripts and certificates are mailed to the student. Unofficial transcripts are provided electronically. Requests are typically processed within five (5) business days after payment is received.

- **Unofficial transcripts:** Provided digitally at no cost
- **First official transcript:** Provided at no cost upon successful completion of the program and issuance of the Certificate of Completion
- **Additional official transcripts:** \$15.00 per copy
- **Additional copies of the Certificate of Completion:** \$30.00 per copy

## Transfer of Credits

Tarzana Treatment Centers College does not accept transfer credits for the Substance Use Disorder Counseling Certificate Program.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Tarzana Treatment Centers College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Substance Use Disorder Counseling Certificate Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which

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you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Tarzana Treatment Centers College to determine if your credits or certificate will transfer.

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 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 receiving 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.

Tarzana Treatment Centers College has not entered into an articulation or transfer agreement with any other college or university.

## **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 the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or who was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program who is a California resident or is enrolled in a residency program and who prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, and any other information that documents the amount paid to the school.



Questions regarding the STRF may be directed to:

**Bureau for Private Postsecondary Education (BPPE)**

1747 North Market Blvd., Suite 225

Sacramento, CA 95834

Phone: (916) 431-6959 or (888) 370-7589

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.



A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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

The Office of Student Assistance and Relief (OSAR) is available to support prospective students, current students, and former students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting [www.bppe.ca.gov](http://www.bppe.ca.gov).

OSAR is a California state agency that operates independently from Tarzana Treatment Centers College (TTCC). OSAR is not affiliated with TTCC and does not represent the college.

### **OSAR Services**

OSAR assists students of private postsecondary 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

TTC College maintains academic policies designed to promote student success, academic integrity, and accountability. These policies establish clear expectations, ensure fair and consistent evaluation of student performance, and provide structured support when challenges arise. All students are responsible for reviewing and adhering to these policies throughout their enrollment.

### Academic Integrity

TTCC is committed to fostering an educational environment grounded in honesty, responsibility, and ethical conduct. Academic integrity is essential to maintaining trust, fairness, and the value of the academic credential. Students are expected to uphold these standards in all coursework, assessments, and academic 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

Academic misconduct includes, but is not limited to:

- **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 academic content for dishonest purposes.

#### Consequences of Violations

Violations of academic integrity may result in one or more of the following actions, depending on severity and frequency:

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

#### 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.



Students may access the grievance process if they believe academic policies have been applied inconsistently or unfairly.

### Academic Standing, Probation and Dismissal Policy

Students must maintain a minimum cumulative grade point average (GPA) of 2.0 and earn at least a “C” grade in each course to remain in good academic standing.

Students who fail to meet these academic standards may be placed on Academic Probation. Academic Probation is intended to provide structured support and guidance to assist students in improving academic performance and returning to good standing.

When Academic Probation is initiated, TTCC will implement intervention measures prior to considering dismissal. These measures may include:

- Academic support sessions with Student Support Specialists
- Progress review meetings with the Program Coordinator
- Development of a written improvement plan in consultation with the Academic Supervisor

The goal of Academic Probation is to promote student success by identifying areas of concern and providing targeted academic support.

If a student does not demonstrate accountability, fails to participate in required interventions, or continues to fall below academic standards despite support efforts, TTCC reserves the right to proceed with academic dismissal from the program.

### 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)*

## **Attendance Policy**

TTCC recognizes the relationship between student attendance and student retention, achievement, and success. 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 Catalog Glossary

### Behavioral Health & Academic Terms

- **Addiction Counselor**  
A trained professional who supports individuals experiencing substance use challenges by helping them understand their condition, develop recovery goals, and build skills to maintain health and well-being. Addiction Counselors focus on therapeutic support and clinical counseling, rather than coordinating external services or benefits.
- **Case Management**  
A behavioral health professional who works directly with individuals to identify their needs, develop personalized care plans, and connect them with treatment, social services, and community resources that support recovery, stability, and overall well-being. Case Managers focus on coordinating services and reducing barriers to care rather than providing therapeutic counseling.
- **Patient Navigator**  
A professional who helps individuals understand their care options, access healthcare and support services, and overcome barriers such as transportation, scheduling, or insurance issues. Patient Navigators focus on guidance and access within the healthcare system rather than providing counseling or ongoing case management.
- **Recovery Technician**  
An entry-level behavioral health support role that assists individuals in recovery by promoting daily structure, safety, and engagement in treatment and support activities. Recovery Technicians provide day-to-day recovery support but do not provide clinical counseling or develop treatment plans.
- **Health Educator**  
A professional who provides individuals and communities with information and tools to support healthy choices, disease prevention, and overall, well-being. Health Educators focus on education and skill-building rather than clinical treatment or individualized counseling.
- **Evidence-Based Practice**  
Treatment approaches and care strategies that are supported by research and have been shown to improve health and recovery outcomes.
- **Culturally Responsive Care**  
Care practices that respect and respond to individuals' cultural backgrounds, lived experiences, values, and identities to promote equity, trust, and effective treatment.
- **Minnesota Model**  
A structured approach to substance use treatment that emphasizes abstinence, peer support, education, and participation in Twelve-Step recovery programs.
- **Motivational Interviewing (MI)**



A respectful, collaborative counseling approach that helps individuals explore their goals, build motivation, and make positive changes at their own pace.

- **Cognitive Behavioral Therapy (CBT)**

A counseling approach that supports individuals in identifying unhelpful thought patterns and behaviors and developing healthier ways of thinking, coping, and responding to challenges.

- **Substance Use Disorder (SUD)**

A health condition in which the use of alcohol or other substances interferes with a person's health, daily functioning, relationships, or ability to meet personal responsibilities. SUD can affect the brain and behavior, and it is treatable with appropriate support and care.

- **Mental Health (MH)**

A person's emotional, psychological, and social well-being, which influences how they think, feel, manage stress, relate to others, and function in daily life across the lifespan. Mental health can change over time and may be supported through education, coping strategies, and professional care when needed.

- **Mental Health Condition**

A health-related condition that affects a person's thinking, mood, emotional regulation, or behavior and may interfere with daily functioning, relationships, or overall well-being. Mental health conditions vary in type and severity and may be supported through counseling, medication, skill-building, or other forms of professional care.

- **Co-Occurring Disorders**

The presence of both a substance use disorder and a mental health condition at the same time. Individuals with co-occurring disorders benefit from integrated, coordinated care that addresses both conditions together rather than separately.

- **HIPAA (Health Insurance Portability and Accountability Act)**

A federal law that protects the privacy and security of an individual's health information and limits how it may be shared.

- **Title 42, Code of Federal Regulations**

Federal rules that provide additional privacy protections for records related to substance use treatment, emphasizing confidentiality and patient rights.

- **Challenge Examination**

An assessment that may allow students to earn academic credit for prior learning or experience; challenge exams are not offered at Tarzana Treatment Centers College.

- **Academic Integrity**

A commitment to honesty, responsibility, and ethical behavior in academic work, including submitting original work and properly acknowledging sources.

- **Grievance**



A formal process that allows students to raise concerns or complaints about institutional policies, staff, or academic programs and request review or resolution.

- **Americans with Disabilities Act (ADA)**

A federal law that ensures individuals with disabilities have equal access to education, services, and reasonable accommodations.

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## 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.
- 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, 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.