

# RECOVERIES R US



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*You have to start somewhere  
and it all starts with you...*

**2025 CATALOG**

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Welcome to Recoveries R US, LLC

Embarking on an educational journey as an adult learner is no small feat, and I commend your courage in taking this significant step. Balancing life's demands while starting a new career or reinventing yourself is a bold and inspiring decision. I understand that this process can feel overwhelming at times, but I also know the incredible rewards that await you as you move forward.

Whether the classroom feels like a comfortable space or an unfamiliar challenge, know that your choice to be here reflects your strength and determination. Many only dream of pursuing something new, but you have taken action, and that alone is worth celebrating. You've made a commitment to yourself, and I am here to support you every step of the way.

At Recoveries R US, we are deeply committed to your success. This is more than a school—it's a transformative experience. Our vocational trainings are thoughtfully designed to equip you with the skills, knowledge, and tools necessary for a fulfilling career in counseling and Peer Advocacy. Beyond theoretical learning, you will engage with practical, evidence-based practices that prepare you to make a meaningful impact in the lives of others.

Most people who enter this field share a common passion for helping others, and we honor that. Whether you are here to begin a career or enhance your skills, your choice speaks volumes about your compassion and empathy—qualities that are the foundation of this profession. As you progress in your studies, we hope to ignite within you an even deeper passion for learning and growth.

This journey is a stepping stone to your professional voyage, and I am honored to be part of it. Thank you for choosing Recoveries R US, and for trusting us with your aspirations. I look forward to walking alongside you on this path, and we can't wait to celebrate your achievements at graduation.

Welcome to the start of something extraordinary. Let's build your future together.

Respectfully,  
Connie Pacheco  
President of Recoveries R US



## CONNIE PACHECO TRANSFORMING LIVES THROUGH RESILIENCE, LEADERSHIP, AND INNOVATION

**Connie Pacheco, a proud Latina born in Puerto Rico and raised in the vibrant South Bronx, has dedicated her life to inspiring change and empowering individuals through education, advocacy, and leadership. Her journey into the field of counseling began in 1987, following her successful completion of a rigorous three-year residential treatment program. Fueled by her personal transformation, Connie became a Certified Alcohol and Substance Abuse Counselor (CASAC) in 1994 and earned international recognition as an Internationally Certified Alcohol and Substance Abuse Counselor.**

**Connie holds a Bachelor of Science in Human Services from Empire State College and a Licensed Master's Degree in Social Work with a concentration in Community Development from Yeshiva University. In 2010, she furthered her expertise by obtaining a Family Development Leadership Credential from Cornell University. Currently pursuing a Master's in Executive Business Administration at Yeshiva University, Connie continues to exemplify a commitment to lifelong learning.**

**As a Certified Addiction Recovery Coach, Peer Advocate, and approved OASAS instructor, Connie and proud member of the New York Certification registry she has shaped the future of countless professionals. Her distinguished career includes over 25 years of teaching equipping individuals with the tools to thrive in the field of recovery.**

**Connie's multifaceted expertise extends to women's safety. For over 22 years, she has been a certified Women's Safety Instructor and Mixed Martial Artist, specializing in empowering women to protect themselves from domestic violence and sexual assault.**



## CONNIE PACHECO TRANSFORMING LIVES THROUGH RESILIENCE, LEADERSHIP, AND INNOVATION

Throughout her career, Connie has held leadership roles as a Program Director in some of New York City's most prestigious organizations. Her work has focused on serving diverse populations, including chemically dependent adults and adolescents, women and children, families involved in the child welfare system, and survivors of domestic violence. She brings unmatched experience, creativity, and a steadfast commitment to every initiative she undertakes.

As the proud mother of a son who served in the United States Army National Guard, Connie understands the importance of family and resilience. She also shares her life with "Blackberry," a Yorkie-Shih Tzu therapy pet and the official mascot of Recoveries R US LLC. Connie's dedication to inclusivity extends to her work as an advocate for the LGBTQ+ community, where she is actively working to establish the first LGBTQ+ Therapeutic Community in New York City.

Connie's contributions have earned her recognition in the \*White Shirt Project\*, a platform dedicated to advocating against the stigma surrounding mental health. She has also hosted the \*Recoveries R US\* talk show on BronxNet Television and currently serves as the coordinator of the annual Bronx LGBT Expo, where her efforts earned her the honor of receiving the \*Gay City News\* award.

In 2013, Connie founded Recoveries R US LLC, a transformative organization that provides a comprehensive array of services for individuals pursuing careers in substance use counseling and peer advocacy. Recoveries R US empowers individuals to realize their full potential.

Connie's unwavering passion for recovery is driven by her belief in the power of education, mentorship, and advocacy to foster lasting change. Through her leadership, Recoveries R US continues to transform lives and build a brighter future for communities in need.



# RRUS A VISION REALIZED

Founded in 2013 by Connie Pacheco, Recoveries R US was established with the mission of empowering individuals to excel in the fields of counseling, peer advocacy, and recovery coaching. Inspired by her lived experience and extensive education, Connie envisioned a school that would not only train individuals in these critical professions but also foster personal growth and transformation. Recognizing the sacrifices students make to pursue a career in this field, she set out to create an environment rooted in altruism, authenticity, and dedication to real change.

Recoveries R US focuses on equipping students with the comprehensive skills and knowledge necessary to address the complexities of addiction while supporting individuals on their journey to recovery in an ethical and impactful manner. Connie's vision was to build a community of professionals committed to making a positive difference in the lives of those affected by addiction.

Over the years, Recoveries R US has evolved into a transformative institution that is now recognized as a leader in its field. As the number one school in its niche, it has gained the trust of students and organizations alike for its dedication to excellence and innovation.

Recoveries R US is currently undergoing the review process for accreditation. This significant milestone reflects the school's ongoing commitment to upholding the highest standards of education and training.

In addition to its academic credentials, Recoveries R US is a nationally certified LGBT Business Enterprise (LGBTBE) by the National LGBT Chamber of Commerce (NGLCC), a recognized entity by the New York Certification Board (ASAP NYCB) and OASAS. These recognitions highlight its inclusive approach and dedication to creating opportunities for diverse communities.

Through its vocational trainings, Recoveries R US has transformed hundreds of lives, empowering its graduates to become compassionate and skilled professionals in the addiction recovery field. As a trusted institution, it continues to lead the way in developing ethical and effective solutions to address the challenges of addiction, ensuring its graduates are equipped to make a lasting impact in their communities.



# RECOVERIES R US ORGANIZATIONAL CHART



**Connie Pacheco**  
President



**Maria Lee Morales**  
Executive Assistant



**Deborah Williams**  
Office Assistant



**Nurkis Mariano**  
Office Assistant



**Blerica Orpiano**  
Marketing Administrator

## INTERNS



**Angel Marrero**

# RECOVERIES R US POOL OF TRAINERS



**Connie Pacheco**  
Head Instructor



**Anthony Ramirez**  
CRPATrainer

## OUR MISSION

We empower individuals with the skills and knowledge needed to build successful careers in the substance use and recovery field through comprehensive, specialized training grounded in excellence and integrity.

## OUR VISION

To be the leading vocational training provider in the addiction and recovery industry, transforming lives and communities through education, opportunity, and lasting impact.

## OUR VALUES

### INTEGRITY

Upholding ethical practices, transparency, and accountability in all interactions and services offered.

### EMPOWERMENT

Supporting individuals in discovering their strength and potential through education, mentoring, and advocacy, promoting self-efficacy and resilience.

### COMPASSION

Providing services with understanding, care, and respect for every individual's unique journey, while maintaining a judgment-free zone and professional demeanor.

### DIVERSITY AND INCLUSION

Embracing and celebrating the differences in all individuals while ensuring a safe and welcoming space.

## RRUS PHILOSOPHY

*At Recoveries R US, we believe in the transformative power of education for individuals seeking to make a difference in the field of addiction and recovery.*

*Our philosophy is rooted in an eclectic approach that combines*

*CASAC, Peer Advocate, and Recovery Coach Training to empower individuals with the skills, knowledge, and compassion to support and guide those on their recovery journey. We cultivate a community of dedicated professionals.*

*We are committed in making a positive impact in the lives of others.*

*We rise above challenges, inspire transformation, and thrive in our collective pursuit of recovery excellence .*

# Our Facility

Recoveries R US is located in the heart of East Harlem serving students from all five boroughs of New York City. It is situated on the third floor of a charming historic building in a lively neighborhood, and it is easily accessible by public transportation. However, it's important to note that the building does not have elevators, which can be a challenge for individuals with physical disabilities.

The school consists of three separate classrooms, a student lounge, and waiting area/reception.

- **Classroom 28** can accommodate up to 8-12 Students
- **Classroom 27** can accommodate up to 20 Students
- **Classroom 24** features a computer lab with four state-of-the-art Apple desktops.

These classrooms are intentionally small to ensure that instructors can provide personalized attention to each student. Ratio 1 instructor per 20 students. The main office, where the president and support staff are readily available, is also located on the same floor.

In terms of facilities, the classrooms are well equipped with comfortable chairs, desks, and state-of-the-art Mac laptops. Instructors use large 57-inch TV monitors for their presentations, making it easier for students to follow along. Additionally, each classroom has a whiteboard for interactive teaching and learning.

The school provides a welcoming waiting area with a small TV and reading materials about the school and recovery. There is seating available with a bench and two chairs for waiting. The student lounge is a comfortable space with amenities such as microwaves, a refrigerator, eating tables, a designated homework area with a table and laptop, and a beanbag for relaxation. The lounge also features a clock and a peaceful Zen Garden display.

With four large windows and high ceilings, the school enjoys ample natural light and a spacious atmosphere. Daily coffee and snacks are provided throughout the day to keep students refreshed and energized.



# VOCATIONAL TRAINING PROGRAMS WE OFFER:

We provide comprehensive training programs designed for those passionate about addiction recovery and peer support. Whether you're starting a new career or renewing certifications like CRPA, CARC, or CASAC, our trainings equip you with the skills and credentials to make a meaningful impact!

## CASAC 350-HOUR STANDARDIZED CURRICULUM PROGRAM

If you want to become a Credentialed Alcoholism and Substance Abuse Counselor (CASAC), this training is for you. This in-depth training covers all necessary knowledge, ethical guidelines, and hands-on skills to prepare individuals for a successful career in addiction/recovery counseling. The 350-hour CASAC training is divided into **4 sections**:

### **Section I – Knowledge of Alcoholism and Substance Abuse (85 clock hours):**

*Includes 4 hours on tobacco use and nicotine dependence.*

- **Basic Knowledge: Physical and Pharmacological Effects (27 hours):**
  - This course explores the physiological, pharmacological, and social aspects of addiction. Participants learn how substances like alcohol, nicotine, opioids, and other drugs affect the brain and body, covering dependence, withdrawal symptoms, and the broader impact of addiction.
- **Overview of the Addictions Field (28 hours):**
  - This course provides a comprehensive overview of the addiction field, covering traditional and innovative treatment approaches, historical trends, and the evolution of addiction counseling. It examines the history of opioid use in the U.S., shifts in affected populations, and the social, legal, and medical responses to addiction.
- **Diversity of Intervention and Treatment Approaches (14 hours):**
  - Participants explore various therapy models for opioid and alcohol addiction, with a focus on Medication-Assisted Treatment (MATs) combined with counseling and behavioral therapies. The course highlights non-traditional treatment approaches, their benefits in reducing stress, and their role in building communication and confidence.

# VOCATIONAL TRAINING PROGRAMS WE OFFER:

- **Introduction to Diagnostic Criteria (6 hours):**
  - This course introduces participants to diagnostic and assessment tools used in substance use disorder counseling. It teaches how to use and interpret tools like the DSM, ICD, ASI, LOCADTR, and ASAM for diagnosing Substance Use Disorders, enhancing understanding of diagnostic processes and treatment planning.
- **Knowledge of 12 Step and Mutual Aid Groups (4 hours):**
  - This course provides an overview of mutual support groups, including 12-step programs and their philosophies. Participants learn how these groups operate, expand their understanding of peer support, and develop skills for making informed referrals.
- **Toxicology Testing/Screening (3 hours):**
  - Participants are introduced to the basics of toxicology screenings, including their processes, options, limitations, and legal considerations. The course covers how to interpret, document, and process toxicology reports effectively.

## **Section II– Alcoholism and Substance Abuse Counseling (150 clock hours) includes 15 hours of training specific to Cultural Competence**

- **Foundational Counseling Skills of Individual and Group Counseling (20 hours):**
  - This course teaches essential counseling skills for individual and group therapy in substance use treatment, focusing on active listening, empathy, and rapport-building. Participants will learn to address ambivalence, adapt communication to diverse client needs, and reinforce strengths. The course also covers client advocacy, effective feedback techniques, and structured termination strategies for long-term recovery support.
- **Individual Counseling (20 hours)**
  - This course explores Substance Use Disorder (SUD) counseling, focusing on clinical management, diagnostic criteria, and evidence-based practices like CBT, MET, and MI. Participants will develop skills in life rehabilitation, stress management, and relapse prevention while addressing the biological, psychological, and social aspects of recovery. The course also covers addiction medications, equipping participants to support informed treatment decisions.

# VOCATIONAL TRAINING PROGRAMS WE OFFER:

- **Group Counseling (25 hours):**
  - This course covers the history, benefits, and techniques of group therapy for substance use disorder populations. Participants learn to facilitate group sessions, work with clients on medication, and develop effective leadership skills, with an emphasis on ethical considerations and the distinction between therapeutic and support groups.
- **Counseling Special Populations/Cultural Humility (25 Hours)**
  - This course equips participants with the skills and self-awareness needed to provide culturally competent counseling for diverse populations, including veterans, trauma survivors, justice-involved individuals, and the LGBTQ+ community. It covers cultural humility, effective intervention strategies, and the impact of biases on treatment, using the DSM's Cultural Formulation Outline for assessment and planning.
- **Theories of Human Development and the Relationship to Substance Abuse (10 Hours):**
  - This course examines human development across the lifespan, focusing on cognitive, emotional, and social growth and the impact of substance use. It explores developmental theories, family and societal influences, and how addiction disrupts personal growth.
- **Counseling and Communicating With Families and Significant Others (15 Hours)**
  - This course equips SUD counselors with skills to support families and significant others affected by substance use, focusing on family dynamics, communication, and recovery support. It covers the impact of addiction, healthy boundaries, genograms, and strategies for managing recurrence and accessing resources.
- **Integrated Care (10 Hours):**
  - This course covers the health consequences of Substance Use Disorders (SUDs), including co-occurring conditions, and the importance of medical referrals in recovery. Participants will learn preventive interventions, integrated care strategies, and SBIRT for identifying risks and connecting clients to treatment.



# VOCATIONAL TRAINING PROGRAMS WE OFFER:

- **Crisis Management (10 Hours)**
  - This course teaches crisis management in SUD treatment, covering emergency response, intervention techniques, and overdose management. Participants will learn to assess severity, triage effectively, and use crises as opportunities to support recovery.
- **Recurrence of Symptoms/Relapse Prevention 15 Hours**
  - This course explores symptom recurrence in SUD recovery, focusing on risk assessment, warning signs, and prevention strategies. Participants will learn to educate clients, intervene early, and support long-term recovery.

## **Section III– Assessment; Clinical Evaluation; Treatment Planning; Case Management; and Patient, Family and Community Education (70 clock hours)**

- **Screening, Assessment, and Evaluation (24 hours)**
  - This course teaches participants to screen, assess, and evaluate Substance Use Disorders (SUDs) using diagnostic tools and biopsychosocial assessments. It covers data gathering, risk assessment, co-occurring disorders, and treatment planning while addressing client ambivalence and external factors. Participants will learn to interpret results, determine treatment readiness, and communicate options effectively.
- **Treatment Planning, Client Record Keeping and Discharge Planning (24 hours)**
  - This course covers treatment planning, documentation, and discharge planning in SUD treatment, focusing on goal-setting, progress assessment, and regulatory compliance. Participants will learn to maintain accurate records, use electronic health systems, and ensure continuity of care through effective referrals and aftercare planning.
- **Case Management, Referral, and Service Coordination (12 hours):**
  - Participants will develop skills in interviewing, active listening, and making referrals within the continuum of care. The course emphasizes service networks, community systems, and coordination for client support.

# VOCATIONAL TRAINING PROGRAMS WE OFFER:

- **Patient, Family, and Community Education and Prevention (10 hours):**

- This course equips participants with skills to educate patients, families, and communities on the impact of ATOD, emphasizing prevention, treatment, and recovery methods. It covers risk factors, protective measures, and essential life skills to prevent substance use disorders.

**Section IV– Professional and Ethical Responsibilities (45 clock hours) – [Must include 15 hours specific to Ethics for Addiction professionals (please indicate course(s) that contain this required 15 hours of content) and a minimum of 2 hours in Child Abuse and Maltreatment: Mandated Reporter NYS Education Department approved training]**

- **Counselor–Client Relationships (16 hours):**

- This course focuses on developing counselors' professional identity through OASAS ethics, legal issues, transference, boundaries, cultural biases, and the importance of clinical supervision.

- **Ethical Decision Making & Conduct (9 hours):**

- Participants will learn about professional codes of ethics, exploring historical and contemporary ethical issues in counseling and substance use disorder.

- **Confidentiality/Legal Issues (9 hours):**

- This course examines federal and state laws on privacy and confidentiality, including 42 CFR Part 2, HIPAA, and HIV/AIDS-specific regulations. Participants will explore case studies, breaches, and solutions to common confidentiality challenges in substance use disorder treatment.

- **Professional Development (4 Hours)**

- This course focuses on professional growth, self-evaluation, and continuous development in SUD counseling. Participants will learn goal-setting, supervision use, and staying informed on emerging practices to enhance their effectiveness.

- **Counselor Wellness (5 hours)**

- This course provides strategies for managing stress and promoting counselor wellness. It covers PTSD, compassion fatigue, burnout, and the role of clinical supervision and Employee Assistance Programs in addressing performance and substance use-related impairments.

# VOCATIONAL TRAINING PROGRAMS WE OFFER:

## PEER TO PEER TRAINING CURRICULUM

This is the perfect training for those aspiring to become **Certified Recovery Peer Advocates (CRPA)** or **Certified Addiction Recovery Coaches (CARC)**. This **30-day** program combines essential foundational courses and advanced training approved by ASAP-NYCB, providing participants with the knowledge and skills to offer effective peer support within the addiction /recovery field.

**Peer Advocate Foundational Training (50 hours):** This training provides 30 hours of Recovery Coach Academy (RCA), 16 hours of Peer Ethics, and 4 hours of Medication Supported Recovery (MSR). Participants develop skills in advocacy and gain knowledge of community resources, and support systems.

**Recovery Coach Academy Training (30 hours):** This training focuses on the role of a Recovery Coach, ethical considerations, motivational interviewing, and relapse prevention. Participants learn to support individuals on their recovery journey through interactive and practical exercises.

**Peer Ethics (16 hours):** This training focuses on ethical principles, boundaries, confidentiality, cultural competence, and self-care in peer support. Participants will engage in case studies and discussions to build skills for ethical decision-making and professionalism.

**Medication Supported Recovery (MSR) (4 hours):** This training provides an overview of medication-assisted treatment (e.g., methadone, buprenorphine) and its role in recovery. It covers benefits, risks, and integration of therapies into recovery plans, using discussions and practical exercises.

**Science of Addiction (6.5 hours):** This training explores the neurobiology, psychology, and societal factors of addiction, examining its effects on the brain and evidence-based treatments. Participants gain a comprehensive understanding to enhance empathy and informed practice.

# VOCATIONAL TRAINING PROGRAMS WE OFFER:

## PEER TO PEER TRAINING CURRICULUM

**Trauma-Informed Coaching Training (6 CEUs):** This training equips participants with knowledge and skills to support individuals impacted by acute, chronic, and complex trauma. It focuses on understanding trauma's effects, creating safe environments, practical techniques, and making referrals for comprehensive care to foster healing and resilience.

**Harm Reduction (6 CEUs):** This training teaches strategies to minimize the negative effects of substance use without requiring abstinence. Participants learn about safer use practices, overdose prevention, disease transmission reduction, naloxone use, and offering non-judgmental support to promote health and autonomy.

**Motivational Interviewing (6CEUs):** This training provides communication techniques to enhance motivation and facilitate behavior change. Participants develop skills in active listening, open-ended questioning, affirmations, and resolving ambivalence, fostering a person-centered, empathetic approach to encourage self-directed change.

**Interpersonal Relationships (6 CEUs):** This training focuses on building healthy relationships by enhancing communication, conflict resolution, empathy, and self-awareness. Participants develop skills in boundary setting, emotional management, and adapting to various dynamics for personal growth and meaningful connections.

**Documentation (6 CEUs):** Designed for SUD professionals and peers, this training emphasizes accurate and thorough record-keeping. It covers best practices for documenting client interactions, treatment plans, and progress notes, ensuring accountability and adherence to legal and ethical standards.

**Introduction to Addictive Behavior (6 CEUs):** This training offers a comprehensive overview of addictive behaviors, their causes, impacts, and contributing factors such as genetics, trauma, and social influences, equipping SUD professionals and peers with the knowledge to provide informed, holistic support.

# VOCATIONAL TRAINING PROGRAMS WE OFFER:

## PEER TO PEER TRAINING CURRICULUM

**Medical Issues in Recovery (6.5 CEUs):** This training prepares peer advocates to address common medical challenges faced during recovery, including withdrawal symptoms, infectious diseases, and organ damage. Participants will learn strategies to support overall health and promote holistic recovery for individuals overcoming substance use disorders.

**Stages of Recovery (6 CEUs):** Participants will gain insight into the early, middle, and sustained stages of recovery, understanding the unique challenges and opportunities at each phase. The training provides practical tools, coping mechanisms, and techniques to empower individuals on their journey toward long-term recovery.

**Recovery Goals in the 21st Century (6 CEUs):** This course explores the role of digital technology, social media, and electronic platforms in substance use disorder recovery. Participants will learn digital ethics, how to responsibly navigate these platforms, and strategies to use them effectively to promote recovery and community engagement.

**Recovery Goal Setting (6 CEUs):** This training teaches individuals how to set meaningful, achievable goals that support recovery and personal growth. Participants learn to prioritize, break goals into manageable steps, and stay motivated through practical exercises and guidance.

**Essential Skills (6.5 CEUs):** This training focuses on developing soft skills and emotional intelligence for workplace success. Participants gain skills in communication, problem-solving, teamwork, time management, and resilience, preparing them to thrive in their careers.

**Wellness for Peer Professionals (8 CEUs):** This training supports the well-being of peer professionals by providing tools for self-care, self-reflection, and growth. Participants explore their values, strengths, and triggers while learning strategies to enhance their personal and professional effectiveness.

# VOCATIONAL TRAINING PROGRAMS WE OFFER:

## PEER TO PEER TRAINING CURRICULUM

**Spirituality (12 CEUs):** This training explores the role of spirituality in addiction recovery, offering tools like meditation, spiritual principles, and experiential exercises. Participants will learn to cultivate a spiritual foundation to promote healing, resilience, and lasting sobriety.

**Coaching with Authenticity (6 CEUs):** This course emphasizes the importance of authenticity in coaching, guiding participants to embrace their values, strengths, and unique perspectives. Through self-reflection and discussions, they learn to build trust and empower clients for transformative growth.

**Principles of Ethics (4 CEUs):** This training provides an overview of ethical principles, fiduciary responsibility, and maleficence in peer support. Participants gain skills in ethical decision-making to ensure responsible and effective support while mitigating harm. Participants will also learn to navigate complex ethical dilemmas using utilitarian, fairness, and goodness approaches, fostering integrity and a culture of ethical excellence in peer support relationships.

**CRPA-F (Certified Recovery Peer Advocate for Families) (10 hours):** This training prepares individuals to support families impacted by addiction, focusing on family dynamics, communication strategies, self-care, and accessing resources to make a positive difference.

**Mental Health First Aid (6 hours):** This training equips participants to recognize mental health challenges, provide supportive interventions, and guide individuals toward professional help, fostering early action and reducing stigma.

# CONTINUING EDUCATION CLASSES WE OFFER:

We offer a variety of Continuing Education (CE) classes that can be taken as standalone workshops—ideal for renewals or focused skill-building. Except for the 30-hour Recovery Coach Academy, 16-hour Ethics, and 4-hour Medication Supported Recovery, all of our vocational trainings qualify as CE and deliver practical tools you can apply immediately in the field.

## **Our additional workshops and trainings include:**

- **CASAC Foundation Workshop:** A 12-hour course designed for CASAC exam preparation, with practice questions, key topic reviews, and test-taking strategies.
- **CRPA Prep Workshop:** A 6-hour CRPA exam prep training with practice questions, key topic reviews, and test strategies.
- **Etiology of Human behavior:** The 15-hour Ideology of Human Behavior course is a comprehensive exploration of the underlying principles and theories that shape human actions and decisions. In this course, participants will examine the various ideologies and belief systems that influence human behavior, including psychology, sociology, and cultural factors. Through thought-provoking lectures, case studies, and group discussions, attendees will gain a deeper understanding of the complexities behind human actions, motivations, and biases. This course is ideal for anyone interested in understanding the factors that drive human behavior and the implications for individuals and society as a whole. Join us for a captivating journey into the ideology of human behavior.
- **SBIRT:** The Screening, Brief Intervention, Referral to Treatment (SBIRT) Course is a 4 or 12-hour course that equips participants with the essential skills and knowledge to effectively identify, intervene, and refer individuals who may be struggling with substance use disorders.
- **Justice Center Code of Conduct:** The Code of Conduct is a framework for certain employees to help people with special needs “live self-directed, meaningful lives in their communities, free from abuse and neglect, and protected from harm.” This 6-hour training is to ensure that staff who support people served under the jurisdiction of the New York State Justice Center (custodians) understand the Code of Conduct as a framework of professional conduct.
- **Women’s Safety Workshop:** A 3-hour workshop teaching personal safety, self-defense, and awareness techniques for women.
- **Anger Management:** 6 CEU’s This workshop is a comprehensive and transformative course designed to help individuals effectively manage & channel their emotions. In this engaging and supportive environment, participants will learn to understand the root causes of their emotions, identify triggers, and develop healthy coping mechanisms.
- **Coachervision:** A 12-hour program for supervisors of recovery coaches, emphasizing coaching techniques for continuous improvement.

## INTERACTIVE DISTANCE LEARNING (IDL) AND FLEXIBLE LEARNING OPTIONS

At Recoveries R US, we want your learning experience to fit your life. That's why **all of our vocational and continuing education classes** are available through Interactive Distance Learning (IDL) as well as in the classroom. You can choose the option that works best for your schedule and learning style.

No matter which format you choose, you'll receive the same high-quality education. Every course follows the same curriculum, objectives, and learning outcomes, with identical lesson plans and materials.

All our programs meet the standards set by the New York State Office of Addiction Services and Supports (OASAS) and the New York Certification Board (NYCB). Our trainers cover the same topics, competencies, and evaluation methods in both virtual and classroom settings.





# INTERACTIVE DISTANCE LEARNING (IDL) AND FLEXIBLE LEARNING OPTIONS

## **Technology and Learning Environment**

To get the most out of your online learning experience, you'll need:

- A reliable internet connection
- A computer, laptop, or tablet with a camera and microphone
- A quiet, distraction-free space during class

If you need help finding affordable technology or internet options, contact our administrative team. We'll guide you to available community resources that can support your needs.

## **Attendance and Participation**

Your active participation is essential to your success in the program. Students are expected to:

- Log in on time and remain present for the entire session
- Keep their camera on and be visibly attentive
- Participate in discussions, group work, and class activities
- Communicate with staff right away if personal or technical issues prevent attendance

Attendance is carefully tracked, and all missed time must be made up before completing the program. Repeated absences will affect your standing in the course.

# INTERACTIVE DISTANCE LEARNING (IDL) AND FLEXIBLE LEARNING OPTIONS

## **Class Format and Interaction**

IDL classes are live, interactive, and designed to keep students engaged. Sessions may include:

- Group discussions and peer-sharing
- Instructor-led lessons
- Small group activities
- Quizzes, reflections, or short assignments

Classes do not exceed six hours per day, with scheduled breaks to support focus and well-being.

## **Assignments and Grading**

Students are assessed through a combination of attendance, participation, and assignments.

- All assignments must be submitted by the specified due date
- A passing score of 70% or higher is required to maintain satisfactory progress
- Instructors will provide grades and feedback within a reasonable time frame

If you are struggling or miss an assignment, reach out early. Our instructors and staff are here to support you.

# INTERACTIVE DISTANCE LEARNING (IDL) AND FLEXIBLE LEARNING OPTIONS

## **Communication and Support**

We believe consistent communication builds success. Students can expect:

- Clear schedules and updates before each class
- Prompt responses to messages or questions
- Support for both academic and personal challenges that must affect participation

If you experience barriers that make it difficult to complete your training, please contact the administrative office. We'll work with you to find a solution.

## **Learning Materials**

All students receive course materials before their training begins. Materials will be provided electronically or mailed to your address. Please review everything before your first class and let us know if you're missing anything.

Students are responsible for keeping materials in good condition and bringing them to each class session.

## **Privacy and Respect**

Your privacy and comfort are important. Online classes are conducted in a safe and respectful learning environment.

- Sessions will not be recorded or shared without notice and permission
- Students are expected to maintain confidentiality regarding personal information shared by peers
- All communications must remain professional and respectful

Violations of privacy or disrespectful conduct will result in disciplinary action.

# INTERACTIVE DISTANCE LEARNING (IDL) AND FLEXIBLE LEARNING OPTIONS

## **Unexpected Interruptions**

If a class is interrupted due to power outages or technical issues, students will be notified about rescheduling or alternative learning options.

You will never be penalized for circumstances outside of your control, but please communicate any issues as soon as possible.

## **Continuous Improvement**

Recoveries R US values student feedback. At the end of each training, you'll have the opportunity to complete an evaluation form. Your comments help us continue improving the quality of our online programs and overall student experience.

## **Instructor Commitment**

All instructors are trained to provide engaging, supportive, and inclusive online learning experiences. They are dedicated to helping every student succeed and are available to answer questions, offer guidance, and provide constructive feedback throughout your training.

## **Program Completion and Certification**

To successfully complete your program and receive your Certificate of Completion, you must:

- Attend all required training hours
- Complete all assignments and assessments
- Meet satisfactory academic progress standards

Certificates are issued once all requirements have been verified and approved by the administrative office.

# RECOVERIES R US TRAINING SCHEDULE

We believe in removing barriers to your educational journey. Our trainings operate on an **open enrollment** basis, meaning you can register at any time throughout the year, subject to seat availability. There are no specific enrollment periods or deadlines—enroll when you're ready!

## CASAC Training

- **Comprehensive Curriculum:** This program prepares you for a CASAC-T designation and thoroughly covers all aspects of substance use disorder counseling.
- **Cyclical Classes:** Start on any day! Your completion date depends on your start date.
- **Day Classes:**
  - Duration: 11 weeks and 4 days
  - Schedule: Monday–Friday (excluding holidays), 9:00 AM – 4:30 PM EST
- **Evening Classes:**
  - Duration: 29 weeks and 1 day
  - Schedule: Tuesday, Wednesday, Thursday, 6:00 PM – 10:15 PM EST
- **CASAC Exam Preparation Workshop**
  - **Schedule:** Every other Friday (excluding holidays), 9:00 AM – 4:30 PM EST

## Peer to Peer Training

Our Peer to Peer Training program lays the foundation for becoming a Certified Recovery Peer Advocate (CRPA) or Certified Addiction Recovery Coach (CARC).

Foundational Course 50 hours

Peer to Peer training 156 hours

- **Course Overview:**
  - 50-hour
  - Covers fundamental courses and specialized instruction needed for CRPA/CARC credentials
  - **Schedule:** Monday– Friday (excluding holidays), 9:00 AM – 4:30PM EST

# RECOVERIES R US TRAINING SCHEDULE

## Continuing Education Classes

Our Continuing Education Classes are designed to help professionals maintain and enhance their knowledge, skills, and credentials in the field of addiction and recovery services.

**Duration:** Varies per class

**Typical Schedule:** Monday- Friday (excluding holidays), 9:00 AM – 4:30PM EST for 6-hour trainings

## Interactive Distance Learning (IDL) Classes

Training schedules for Interactive Distance Learning (IDL) classes are subject to trainer availability. Students will be notified in advance of any scheduling updates or changes.

# ADMISSION REQUIREMENTS

- Be at least 18 years of age;
- Have earned at least a High School Diploma or High School Equivalency (HSE) diploma.
- Live or work in New York State at least 51 percent of the time during the active application period
- Reference letter
- Word essay “Why I want to be a counselor or CASAC/CRPA/CARC”
- Must possess NYS ID or equivalent documentation.

# REQUIRED DOCUMENTS UPON ENROLLMENT

## **For Vocational Trainings:**

The following is a list of the necessary documents required to process your application.

- Photo ID (Driver's License, Non- Driver's Identification card, Medicaid/Benefit Card, Us Passport)
- Birth Certificate
- Social Security Card
- High School Diploma or GED
- Proof of Address (Lease, Utility Bill, Medicaid bill)
- Letter, Pay Stubs, Tax return)
- 2 Reference Letters (two must be professional sources)
- 500-word essay on why you want to become a Certified Alcoholism Substance Abuse Counselor or Peer Advocate

**NOTE:** This must be typed written, double-spaced, 12-inch font. Please include your motivation towards a career in substance use disorder, if applicable, your own personal experience with substance use disorder. Your views on addiction, relapse prevention and the different pathways to recovery.

- Updated Resume (If you don't have a resume, RRUS will assist you)

## **For Continuing Education (CE) Classes:**

Students are only required to complete the screening (via phone or in person) and enrollment form to register.

# ENROLLMENT PROCESS

The admission process to Recoveries R US is designed to ensure that students are well prepared and committed to the program. Here is a description of the admission process: We have an open Enrollment policy. The trainings operate on an open enrollment basis, which means that individuals can register and enroll at any time throughout the year, subject to availability. There are no specific enrollment periods or deadlines.

**1. Orientation:** All prospective students must complete an orientation session with the staff at Recoveries R US. The orientation session is designed to determine the eligibility of clients for admission. During this orientation, students will learn about the program, its objectives, and the support services available. It is an opportunity for students to ask questions, familiarize themselves with the program requirements, and understand the expectations of the training programs.

**2. Pre-Exam:** After the orientation, students will be required to complete a pre-exam. This exam assesses the student's knowledge and understanding of the recovery process. It helps the admissions team determine the student's readiness for the program.

**3. Proof of Eligibility:** Clients must provide proof of eligibility for admission to the training programs. This can be in the form of a New York State ID or an equivalent identification document. Clients applying for CASAC must also comply with the requirements mandated by the New York State Office of Addiction Services and Supports (OASAS). The purpose of this requirement is to verify the client's residency and ensure that they meet the eligibility criteria for the programs.

**4. Proof of Employment** (if applicable): If students are employed, they must provide proof of employment. This can be in the form of a pay stub, employment contract, or a letter from the employer. Proof of employment helps the admissions team understand the students' current commitments and schedule.

**5. 500-Word Essay:** Students must complete a 500-word essay explaining their motivation and reasons for wanting to become a counselor, recovery coach, or peer advocate. This essay allows the admissions team to assess the student's commitment, passion, and understanding of the role.



# ENROLLMENT PROCESS

6. **Professional Reference Letter:** Students must submit a professional reference letter from someone who can attest to their suitability for the training programs. This reference letter should highlight the client's qualities, skills, and experiences that make them a good fit for the programs. It can be from a supervisor, mentor, or professional contact.

7. **Access VR Clearance:** Clients applying for funding through Access VR must obtain clearance from Access VR before starting the training programs. Access VR provides financial assistance to individuals with disabilities to support their vocational training. The clearance process ensures that the necessary funding is in place before the client begins the training.

8. **Special Accommodations:** The training programs strive to provide appropriate accommodations for students with special needs. This may include seating arrangements, such as allowing students to sit in the front of the classroom if they have difficulty seeing from the back. The training programs will work closely with the student and any relevant support services to ensure that their needs are met.

9. **Individualized Education Plan (IEP):** Students with special needs may have an Individualized Education Plan (IEP) or a similar document outlining their specific accommodation and support requirements. The training programs will review the IEP and work with the student to implement the necessary accommodations and support services.

It is important for students with special needs to communicate their requirements and provide any necessary documentation during the admission process. This will help the training programs and support services to better understand and address their specific needs.

Please note that the specific accommodations and support services may vary depending on the individual needs of the student and the resources available within the training programs. It is advisable for students with special needs to contact the admissions office directly to discuss their specific requirements and ensure that the necessary accommodations can be provided.

**Note:** *This is an updated description of the admission process and may be subject to change. It is recommended to contact the admissions office for the CASAC, CRPA, and CARC training programs for the most accurate and up-to-date information regarding the admission process and required documents.*

## STUDENTS WITH DISABILITY

Recoveries R US provides equal access and reasonable accommodations for students with documented disabilities, in compliance with the **Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973**. However, please note that our current facility is located on the third floor of a building without an elevator, which may limit accessibility for individuals with mobility impairments.

Students can request accommodations at enrollment or anytime during their studies using the "**Student Special Accommodations Request Form.**" Documentation must be current and may require updates if insufficient. All information is kept confidential, and any concerns of discrimination can be addressed through the grievance procedure.

## RRUS VOCATIONAL TRAINING SERVICES & COST 2025

<b>TRAININGS (EXCLUDING MANUALS AND FEES)</b>	<b>HOURS</b>	<b>COST</b>
CASAC TRAINING	350	\$8,750.00
PEER TO PEER TRAINING	156	\$4,000.00
CARC TRAINING	60	\$1,600.00
CRPA TRAINING	50	\$1350.00

## RRUS INDIVIDUAL TRAINING COST 2025

<b>Trainings (Excluding Manuals and Fees)</b>	<b>Hours</b>	<b>Cost</b>
RECOVERY COACH ACADEMY	30	\$850.00
16-HOUR ETHICS	16	\$400.00
MEDICATION SUPPORTED RECOVERY	4	\$100.00
SCIENCE OF ADDICTION	6.5	\$162.50
ESSENTIAL SKILLS	6.5	\$162.50
HARM REDUCTION	6	\$150.00
MOTIVATIONAL INTERVIEWING	6	\$150.00
INTERPERSONAL RELATIONSHIPS	6	\$150.00
DOCUMENTATION	6	\$150.00
PRINCIPLES OF ETHICS	4	\$100.00
INTRODUCTION TO ADDICTIVE BEHAVIORS	6	\$150.00

## RRUS INDIVIDUAL TRAINING COST 2025

<b>Trainings (Excluding Manuals and Fees)</b>	<b>Hours</b>	<b>Cost</b>
MEDICAL ISSUES IN RECOVERY	6.5	\$162.50
STAGES OF RECOVERY	6	\$150.00
INNOVATIONAL RECOVERY IN 21ST CENTURY	6	\$150.00
SUPPORTING RECOVERY GOAL SETTING	6	\$150.00
TRAUMA INFORMED CARE	6	\$150.00
WELLNESS FOR PEERS	8	\$200.00
SPIRITUALITY	12	\$300.00
COACHING WITH AUTHENTICITY	6	\$150.00
CRPA-FAMILY	10	\$350.00

## RRUS INDIVIDUAL TRAINING COST 2025

<b>Trainings (Excluding Manuals and Fees)</b>	<b>Hours</b>	<b>Cost</b>
ETIOLOGY OF HUMAN BEHAVIOR	15	\$375.00
SBIRT (12 HOURS)	12	\$300.00
SBIRT (4 HOURS)	4	\$100.00
ANGER MANAGEMENT	6	\$150.00
CASAC EXAM PREPARATION WORKSHOP	12	\$300.00
CRPA EXAM PREPARATION WORKSHOP	6	\$150.00
ETHICS IN A DIGITAL ERA	6	\$150.00
COACHER VISION	12	\$300.00
TAI CHI FOR RECOVERY	6	\$150.00
WOMEN'S SAFETY	3	\$75.00
ORGANIZATION WELLNESS	6	\$150.00
MENTAL HEALTH FIRST AIDE	6	\$200.00
JUSTICE CENTER	6	\$150.00

## RRUS TEXTBOOKS/MANUAL COSTS 2025

<b>TEXTBOOK/MANUAL FEE</b>	<b>Cost</b>
MHFA Manual	\$50.00
Recovery Coach Manual	\$50.00
Essential Skills	\$50.00
CRPA Guide Manual	\$50.00
The Addiction Professional	\$50.00
DSM 5 TR	\$150.00

<b>MISCELLANEOUS FEE</b>	<b>Cost</b>
RRUS APPLICATION & REGISTRATION FEES	\$125.00

## PAYMENT TERMS

**Payments can be made in the form of Money Orders, Checks, Major Credit cards.**

Please make payments to Mailing Address:

**Recoveries R US, LLC  
127 East 105th Street  
NY NY 10029**

There are multiple payment options available for both the day and evening programs. Please consult the office manager for further details.

### **CASAC Day Training Sample Payment Options**

<b>Option</b>	<b>Payment Plan</b>
1	4 Equal Payments of \$2,218.75
2	Deposit of \$1,500.00 and 12 weekly payment of \$614.58

### **CASAC Evening Training Sample Payment Options**

<b>Option</b>	<b>Payment Plan</b>
1	8 equal installments of \$1,109.37
2	Deposit of \$500.00 and 30 weekly payments of \$279.16

**Note:** Additional payment options will be available at the discretion of Recoveries R US.



## PAYMENT TERMS

The student is the only person to whom Recoveries R US, LLC owes contractual obligations and the student at all times remains primarily responsible to ensure payment to Recoveries R US LLC of all amounts due on the student's Recoveries R US LLC statement. Satisfactory arrangements for the payment of the total charges for each cycle and other fees (less financial aid, if any) MUST be made prior to the first day of classes.

### **Satisfactory arrangements are:**

- (1) timely payment pursuant to the Full Payment Plan; or
- (2) selection of the Monthly Payment Plan AND payment of all monthly installments which are billed to the student on Recoveries R US LLC statements prior to the first day of classes.
- (3) Tuition will be covered by the student or ACCESS VR as part of student's vocational plan and contractual agreement with Recoveries R US LLC.

The Monthly Payment Plan is a privilege, which may be revoked for cause. Under either payment plan, all payments/installments are due and payable in full upon receipt of each statement and become delinquent after the **10th day** of the month in which they are billed.

Delinquent accounts are subject to a late charge of **\$50**. In addition, all past due charges from the previous cycle MUST be paid prior to registering for and attending classes in the next cycle. The student must pay all reasonable collection costs, including reasonable attorney fees and collection agency fees, incurred to collect any delinquent accounts.

In the event, of withdrawal from Recoveries R US LLC refunds will be made in accordance with policy stated in the Recoveries R US LLC Student Policy and Procedure Manual.

## FINANCIAL AID OPPORTUNITIES



We understand that pursuing vocational training and education can come with financial challenges. To support individuals in their recovery journey, we offer various financial aid options, including assistance through Acces VR (Vocational Rehabilitation), and or state,city or local scholarships.

- **ACCES-VR (Adult Career and Continuing Education Services- Vocational Rehabilitation):** A New York State program offering financial aid and support services for individuals with disabilities, including those in recovery. Services include vocational training, counseling, job placement, and resources to help achieve career goals.
- **Scholarships** are provide to individuals committed to recovery and vocational training. These scholarships aim to reduce financial burdens and foster personal growth.

We encourage individuals to explore these financial aid options and take advantage of the resources available to them. Our dedicated team is available to provide guidance and assistance in navigating the application process and accessing the financial aid that best suits their needs.

**Note:** The specific details and eligibility criteria for financial aid programs may vary. It is recommended to consult with the appropriate organizations or agencies for accurate and up-to-date information.

## CANCELLATION AND REFUND

Recoveries R US is currently in the process of obtaining accreditation through the Accrediting Council for Continuing Education and Training (ACCET). As part of this process, the school follows both its own internal policies and procedures (PNP) and those required by ACCET. In cases where differences exist between the two, the policy that provides the greatest benefit to the student will always apply.

Participants who wish to cancel their enrollment must provide written notice at least 10 business days before the program starts.

### Full-Time Courses:

- **Cancellation Within 7 Days of Enrollment:** Students are entitled to a full refund, excluding the non-refundable registration fee.
- **Cancellation After 7 Days:** Students are responsible for the non-refundable registration fee, the cost of any textbooks or supplies accepted, and tuition fees up to their last date of attendance. Tuition liability is divided by the number of terms in the program and limited to the term during which the student withdrew or was terminated, as well as any previous terms completed.
- **Refund Processing:** Eligible refunds will be issued within 45 days from the date the student withdraws from the program. The withdrawal date is determined as the earliest of the date on which written notice is received or the date the student is deemed to have withdrawn under institutional policy.

### Single Classes:

- **Non-Attendance:** A full refund will be issued if the participant does not attend the class.
- **Electronic Payments:** The electronic processing fee is non-refundable.
- **Program Cancellations:** If Recoveries R US cancels a class or program, all participants will receive a full refund of the program fee.

### Transfers:

- **Request More Than 10 Business Days Before Start Date:** Participants may transfer their enrollment to a future session, subject to availability and approval from Recoveries R US.
- **Request Within 10 Business Days of Start Date:** A 10% transfer fee will apply based on the total program fee.
- **Non-Attendance Without Prior Notification:** Does not qualify for refunds or transfers.

If Recoveries R US cancels a program, all participants will receive a full refund. For any concerns or disputes, participants are encouraged to contact Recoveries R US directly.

## CANCELLATION AND REFUND AT RECOVERIES R US

### Refund Process:

- Refunds, if applicable, will be processed within 30 days of receiving the valid cancellation request.

If Termination Occurs	School May Keep	Student Refund
Prior to or during the first week	0%	100%
During the second week	25%	75%
During the third week	35%	65%
During the fourth week	70%	30%
During the fifth week	75%	25%
After the fifth week	100%	0%
Subsequent Terms		
During the first week	20%	80%
During the second week	35%	65%
During the third week	50%	50%
During the fourth week	70%	30%
After the fourth week	100%	0%

Refunds will be issued using the original method of payment.

If a student withdraws from the program before the start date, they will be responsible for the application and registration fees of \$125.00, as well as the cost of any textbooks they have received

## ACCET CANCELLATION AND REFUND

Students are encouraged to provide written notice if they decide to withdraw from a class or program; however, written notice is not required to receive a refund.

For **Vocational Training Programs**, Refunds are based on the last date of attendance (LDA) recorded by the school, and no penalties will apply for not submitting written notice. Students will not be charged for more than **12 months** of tuition at a time. Refunds are calculated using:

- The program start date
- The student's last date of attendance (LDA)
- The date of determination (DOD) – the date when the student notifies the school of withdrawal or when the school determines that the student has been withdrawn based on attendance or academic status

All refunds will be issued **within 45 calendar days** from the date of determination. If a student provides notice in advance, the refund will be processed within 45 days from their last date of attendance.

For **single-class enrollments**, students who cancel are entitled to a **full tuition refund**. Written notice is not required, and no penalties will be charged. However, the electronic processing fee for online payments made through SwipeSimple is non-refundable.

If a student cancels or does not attend before the start of a class, they will receive a full refund of all payments made, minus:

- A non-refundable registration fee of \$125
- Any electronic processing fee (if payment was made online)
- The cost of books or materials already provided to the student

If Recoveries R US cancels a program or class, students will receive a full refund, including the registration fee.

For students enrolled in the CASAC Training Program, tuition liability is based on the portion of the program completed:

- During the first week: the school retains up to 10% of tuition, not exceeding \$1,000.
- After week one through 50% of the program period: the school will retain pro-rated tuition earned plus 10% of the unearned tuition (up to \$1,000).
- After completing more than 50% of the program: the school retains 100% of tuition.

Partial weeks will be counted as full weeks if a student attended any portion of that week.

All refunds will be made using the same method of payment used at enrollment whenever possible.

# GENERAL RULES & REGULATIONS

The following requirements will make the educational experience an enjoyable safe and pleasant process:

- **No eating or drinking in the classroom:** Our classrooms are designed for the use of laptops and other electronic devices, food or beverages are not allowed in the classroom for the safety of your equipment and the school's equipment. The dry kitchen is available for your use during break and lunch hours. You are responsible for leaving the kitchen in a clean acceptable manner. Cleanliness is essential.
- **This is a smoke-free building:** There is no smoking in any area of the building. Please do not conjugate in front of the building to smoke or otherwise. You must be at least 50 feet away from the agency to do so.
- **Preparation is Key:** You must come to class prepared every day. You will be receiving handouts and other important materials including OASAS forms.

*The following is preferred but you can use whatever is most convenient for you.*

- *Laptop*
- *Three-hole binder*
- *3 folders*
- *2 five subject notebooks*
- *Black pen only # 2 pen, Highlighter*
- *Required Textbook (The Addiction Professional Manual for Counselor competency 3<sup>rd</sup> Edition)*
- *DSM V (optional) Recommended*

# GENERAL RULES & REGULATIONS

- **Homework/ Assignments**

Homework is necessary and a significant part of each student's education. It is an important element in determining progress. You will regularly be assigned projects, group work or homework. Each student is expected to complete all the homework on time, and work with your peers to achieve a desirable result and outcome. Participation in all classroom activities is highly encouraged.

- **No cell phone usage.**

We understand that social media is important; you must refrain from using your cell phone for anything other than emergency calls during class hours. Should you have an emergency call or text, please step out of the class quietly. If you need to leave inform the office. Try to be as discreet as possible to not interrupt the class. Instructors or RRUS Staff will at any given time ask you to store your phone in the office should it create a disturbance for the class.

- **Social Media:**

Facebook, Twitter, Instagram, LinkedIn, etc are integral in this era of digital media & socialization, please be mindful of your posts, Recoveries R US, LLC does not promote, engage, or condone any violent or inappropriate content.

- **Shared Space**

We share space with Nueva Vida PROMESA Inc, which is an OASAS Outpatient Treatment program. Therefore, the first and second floors are off-limits to all students. There is no smoking regulation in front of the building, Be mindful of the shared space. Your discretion is greatly appreciated in terms of:

- Noise
- Cellphone usage
- Electronics (radio, music, games etc)
- Loud conversations
- Cleanliness

# GENERAL RULES & REGULATIONS

- **Sign-In Attendance Sheet:** All students are required to sign in and out each day as a formal record of your attendance. The number of hours have to be documented in order to receive credit. This is imperative (YOU MUST SIGN IN DAILY AND SIGN OUT DAILY). Failure to do so will result in loss of credit for that day. You will then be required to “make up” the class. No credit will be issued for partial days. no exception) students’ time is calculated with these sign-in sheets. This material must match our records to obtain the required number of hours depending on your chosen program.
  - **NOTE:** Under no circumstances is anybody allowed to sign in or out for you. Should this occur, you and the person signing would be expelled from the school.
- **Agency Property and Equipment:** Agency property and equipment are intended for business purposes only. Equipment includes but is not limited to telephones, computers, microwave, coffee machine, radio, photocopier, smart board, tables, chairs, etc. Students are responsible for demonstrating proper care of agency equipment.
- **Dress Code:** We expect all our students to acquire a business-like appearance during the time at Recoveries R US LLC. All students are expected to dress appropriately. Casual business wear is preferred. Note that this is a professional setting, wearing any items that interfere with a learning environment will not be accepted. Clothing should not advocate illegal, unhealthy behavior or contain inappropriate pictures or words. To include but not limited to the following:
  - Reference to violence, racist comments, anti-religious reference or profanity, sexual connotations, tobacco, alcohol, or drug use, clothing apparel and /or accessories that may be gang-related, low-cut jeans /garments designed to be worn as an underwear/T-Shirts of excessive length or other bulky and oversize clothing, flip flops, shower shoes, etc.
  - Shredded or ripped, or cut-off clothing bare midriff, see-through clothing that exposes the torso, underwear that is visible, beachwear, pajamas, strapless tops, halter tops, cut-off shirts and sleeveless/ athletic Jerseys, and tank tops are not permitted.
- **Professional Behavior:** Students must maintain a professional demeanor, refraining from profanity, slander, or derogatory language toward others in the school.



## SATISFACTORY ACADEMIC PROGRESS (SAP) FOR TRAINING PROGRAMS

Recoveries R US is committed to supporting each student's success throughout their program. To remain in good standing and receive a certificate of completion, students must meet both attendance and academic progress requirements.

- **Attendance:** Students are expected to complete 100% of their scheduled class hours. Any missed time—including absences, tardiness, or early departures—must be made up before a certificate can be issued.
- **Academic Progress:** Students must achieve a minimum score of 70% on all exams, assignments, and projects. CASAC students must also complete all OASAS One-Time Mandatory Trainings and submit certificates of completion.
- **Progress Reviews:** Student progress is reviewed at specific checkpoints, typically every 25% of total program hours, to ensure satisfactory academic progress is being maintained.
- **Progress Status:**
  - **Satisfactory:** The student is meeting both attendance and academic requirements.
  - **Warning:** The student is not meeting one or more standards and must follow an improvement plan to remain in the program.
  - **Withdrawal:** The student will be withdrawn if they fail to meet the requirements or exceed the maximum timeframe.
- **Maximum Timeframe:** Students must complete their program within 150% of the published program length. For example, a 10-week program must be completed within 15 weeks.
- **Appeals:** Students who are withdrawn for not meeting satisfactory progress may submit a written appeal within five (5) calendar days. If the appeal is approved, the student will be placed on probation with a clear plan for improvement.

To receive the certificate of completion, students must complete all required program hours, meet minimum academic standards, and fulfill all program-specific requirements.

## TRANSFER OF CREDIT FOR CASAC 350-HOUR CURRICULUM AND PRIOR COURSE COMPLETION

As required by **New York State Office of Addiction Services and Supports (OASAS)**, Recoveries R US provides a clear process for students transferring credits toward the CASAC 350-Hour Education and Training Program (ETP) and other training programs. Credits from OASAS-certified CASAC 350 providers are accepted, allowing students to apply completed coursework toward their training requirements. Students should coordinate with their previous provider to submit certificates of completion or transcripts for evaluation.

**For students completing sections of the CASAC 350 curriculum with multiple providers, Recoveries R US will issue a full 350-hour certificate upon verifying that all requirements are met.**

For students with coursework from non-OASAS providers, such as colleges or universities, applications must first be submitted to the OASAS Credentialing Unit for review. Recoveries R US honors review summaries from OASAS and provides the necessary courses to complete remaining requirements. All transfer credit evaluations require official transcripts, course syllabi or outlines, and a completed Transfer Credit Request Form available from Recoveries R US.

The transfer credit evaluation process reviews course content, clock hours, and learning outcomes to determine relevance to the student's program. Students are notified in writing of accepted or denied credits, with explanations provided for any denials. If credits are denied, students may submit an appeal to the President, with final decisions communicated **within 30 days**.

Students transferring to another institution must submit a written request and will receive an official transcript reflecting completed coursework and clock hours. Tuition adjustments may be available for accepted transfer credits, with pro-rated reductions applied. Students should consult administrative staff to understand how transfer credits may impact financial aid.

# STUDENT ATTENDANCE

Consistent and timely attendance is a cornerstone of success in the vocational training programs at Recoveries R US. Students are required to attend all scheduled classes, arrive on time, and complete the clock hours mandated for their program to meet training requirements. Attendance is monitored closely to ensure students are on track to achieve their educational goals, with any discrepancies addressed promptly. Failure to meet attendance standards can result in administrative actions, including dismissal, underscoring the importance of compliance.

## Attendance Expectations

- You must complete **100%** of your scheduled class hours to graduate and receive your certificate.
- You are allowed up to **three (3) excused absences** during your entire training program.
- Any missed time – whether excused, unexcused, tardy, or early departure – must be made up in the next training cycle.
- Attendance is tracked by clock hours, so you must be present for the full class session to get credit for those hours.

## Types of Absences

- **Excused Absence:** Approved for reasons such as illness (with documentation), bereavement, court summons, or religious observance.
- **Unexcused Absence:** Missed class without notice or acceptable documentation.
- **Tardiness:** Arriving more than five minutes after class starts. Three tardies count as one absence.
- **Early Departure:** Leaving before completing at least 90% of class time. Three early departures count as one absence.

## Consequences for Unexcused Absences

Unexcused absences affect your progress and will result in disciplinary action:

- First unexcused absence → verbal warning
- Second unexcused absence → written warning
- Third unexcused absence → disciplinary contract, suspension, or removal from the program

## Automatic Withdrawal

If you are absent for 10 consecutive calendar days, you will be automatically withdrawn from the program. The last date you attended class will be recorded as your official withdrawal date.

# STUDENT ATTENDANCE

## **Interactive Distance Learning (IDL) Attendance**

If you are enrolled in an IDL program, your attendance is based on active participation, not just logging in. This includes:

- Joining live sessions on Zoom or Kajabi
- Submitting assignments or quizzes
- Participating in class discussions or projects
- Communicating with your instructor about coursework

## **Make-Up Policy**

All missed hours, excused or unexcused, must be made up in the next available cycle by attending the same class session that was missed.

- Completing make-up hours is required to finish your program and receive your certificate.
- If you do not complete required make-up hours, you will need to repeat the program cycle or will not be eligible to graduate.
- Unexcused absences, frequent tardiness, or early departures will also lead to disciplinary action or termination.

# INSTRUCTOR'S TARDINESS AND ABSENCE

Procedures are in place to address instructor tardiness or absence to minimize disruption to training schedules. Students are encouraged to follow the outlined guidelines to ensure clarity and proper communication in these situations.

## **Instructor Tardiness:**

If an instructor is late by one hour or more from the scheduled start time, students are permitted to leave. However, students should remain until the end of the hour to confirm if the instructor arrives or if an alternative plan is communicated by the administrative staff.

## **Instructor Absence Notification:**

In the event of an instructor's absence, administrative staff will notify students via phone and/or email as soon as possible. To ensure timely communication, students must keep their contact information up to date with the administration.

## **Follow-Up:**

Students are responsible for checking their phone and email before leaving the premises to confirm any updates or instructions. In the case of a class cancellation, the administrative staff will provide details regarding rescheduling or make-up sessions. This process ensures students remain informed and disruptions to their training are minimized.

## STUDENT WITHDRAWAL

Recoveries R US understands that circumstances may require students to withdraw from the vocational training program. Students must submit a written withdrawal request to administrative staff, including their full name, contact information, and reason for withdrawal. Early submission ensures proper documentation and processing.

### **Financial Obligations:**

Students who withdraw will be responsible for outstanding balances or fees, as outlined in the tuition and fee policy. The President will provide details on financial obligations or refund eligibility.

### **Academic Records:**

Withdrawal will be reflected on the student's transcript, including the date of withdrawal.

**Return of Materials:** Students must return all program materials, textbooks, or equipment. Failure to do so will result in additional charges. (Unless these materials are paid for in full, students are not allowed to keep them.)

### **Re-Enrollment:**

Students may request to re-enroll at a later date, subject to program availability and requirements. Re-enrollment details will be provided upon request.

### **Appeals:**

Students may appeal decisions related to their withdrawal or financial obligations by submitting a written appeal with supporting documentation to the President within the specified timeframe.

## LEAVE OF ABSENCE

Recoveries R US provides a **Leave of Absence (LOA) option** for students facing medical or personal challenges. Students must have completed **at least 50%** of their program and be in good standing to request a leave. LOA requests should be submitted in writing at least two weeks in advance, unless it is an emergency, and must include the reason, duration, and supporting documentation.

The leave duration **cannot exceed half the program length** (e.g., 175 hours or 29 days for CASAC training). Multiple leaves will be allowed, but the total time must remain within this limit. Students are expected to communicate regularly with staff during their leave and confirm their return date at least one week prior to resuming training. Upon return, students will rejoin at the point where they left off, provided space is available and program requirements are met. Re-evaluation will be required for medical leaves.

Students on leave of absence will not be required to pay program fees during their absence. However, any missed training sessions or assessments will need to be made up upon their return, subject to the President's discretion.

Confidentiality is maintained for all LOA-related information. If a student does not return within the approved timeframe, they will be administratively withdrawn.

**Special cases requiring extended leave or multiple periods are evaluated according to Recoveries R US and regulatory guidelines.**

## BEREAVEMENT

You are allowed **three excused days** due to the loss of an immediate family member. **“Immediate Family Member”** shall generally include parent, parent-in-law, spouse, domestic partner, sibling, grandparent, or child of a student. The school reserves the right to request verification. (All absences must be made up in next cycle)

### **Jury Duty:**

Students subpoenaed for federal, state, or local court system for jury duty or otherwise will be excused. However, it is mandatory that the classes be made up to be able to receive the full educational hours as required by the selected program.

**Absences that are not listed above must be discussed with the President.**

## PUNCTUALITY

We want to provide a simulation of real-life work experience. Therefore, we will provide a grace period for punctuality. However, it is imperative that you report to class on time.

Class starts at **9 AM** prompt; a **5-minute grace period** is provided for emergencies only; should this grace period become a pattern, you will be requested to report to the office for corrective actions:

- 1st. Verbal warning
- 2nd Written warning
- 3rd Disciplinary Contract: (This may include suspension or termination from the program)

## HOLIDAYS

There are **16 days** the school will close for Holidays. The following is a list of those holidays. Your semester will not be affected by these holidays. If you observe holidays that are not listed, please make the office aware upon enrollment.

New Year's Day	Independence Day	Day after Thanksgiving
Martin Luther King Day	Labor Day	Christmas Eve (Early Dismissal)
Presidents' Day	Indigenous People's Day	Christmas Day
Good Friday	Halloween (Early Dismissal)	New Year's Eve (Early Dismissal)
Memorial Day	Veterans Day	
Juneteenth	Thanksgiving Day	

## ADVERSE WEATHER CONDITIONS

In the event of adverse weather conditions or an emergencies, regarding delay opening, or school closure , we abide by the New York City schools. The agency does not want any student to place themselves in any potentially hazardous situation to report to school, Therefore, the agency will be closed if New York City Public Schools are closed. You are expected to report to school when conditions clear up and it is safe to travel. You will be notified by phone, email, text and social media of delayed openings or school closures.



## DRUG AND ALCOHOL PREVENTION AWARENESS

Recoveries R US is dedicated to maintaining a safe, supportive, and drug- and alcohol-free environment to promote the well-being and success of all participants, including students, staff, and volunteers. This approach fosters recovery, raises awareness of substance use risks, and provides resources for those seeking support.

### **Substance Use Prohibition**

The use, possession, sale, distribution, or manufacture of illegal drugs or alcohol on program premises or during activities is strictly prohibited. Participants must not engage in program activities while under the influence of substances. Individuals in recovery are encouraged to seek assistance from staff if needed.

### **Education and Support**

Educational programs will inform participants about the consequences of substance misuse and provide resources for prevention, treatment, and recovery. Confidential counseling services are available, and participants will be directed to external support groups and treatment options as needed. Confidentiality is maintained except in cases where safety or legal obligations apply.

### **Reporting and Consequences**

Substance use violations will result in disciplinary actions, including counseling, suspension, program termination, or legal referrals, depending on the severity. Suspected substance use should be reported to staff immediately.

### **Supportive Environment**

Recoveries R US promotes a recovery-focused environment free from drugs and alcohol, emphasizing healthy alternatives and activities that support physical and mental well-being.

## NON-HARASSMENT

Recoveries R US, LLC is committed to ensuring that it is free from tensions and prohibits intentional and/or unintentional harassment of any student by another student or staff on the basis of any protected classification, including, but not limited to, race, color, national origin, disability, religion, marital status, sexual orientation, age, etc. This is to ensure that no one harasses another individual in the classroom setting.

Harassment includes **all offensive conduct**—verbal, written, visual, and physical or otherwise—that threatens human dignity and the student's morale, and which interferes with a positive and productive learning environment.

Any student who believes that he or she has been subject to harassment in violation of this policy should immediately report the matter to a Recoveries R US, LLC employee. Every report of perceived harassment will be fully investigated, and corrective action will be taken and will be kept confidential to the extent possible, but confidentiality cannot be guaranteed.

In addition, Recoveries R US, LLC will not allow any form of retaliation against any individual who reports harassing conduct in good faith or who cooperates in the investigations of such reports.

Any student making frivolous complaints will be subject to disciplinary action up to and including termination from the training program. Students will be requested to sign a non-harassment policy upon enrollment in the training program.

# SEXUAL HARASSMENT

Recoveries R US LLC strictly prohibits harassment of any student by an employee or another student based on sex or gender. Any unwelcome sexual advances, requests for favors, or other inappropriate conduct that creates an intimidating, hostile, or offensive atmosphere will not be tolerated. Students are assured that their participation, completion, or graduation will never be influenced by agreeing to or refusing such conduct.

## **Examples of Sexual Harassment**

- Slurs, derogatory jokes, degrading comments, suggestive or lewd remarks, or unwanted attention of a sexual nature.
- Using sexually degrading words to describe an individual.
- Displaying or sending sexually suggestive pictures or objects.
- Interfering with learning because of sex, race, or any other protected basis.
- Requests for sexual favors or propositions.
- Repeated and unwelcome requests to date another student or employee.
- Unwelcome hugging, touching, kissing, flirtations, or sexual advances.
- Intentional physical contact such as patting, pinching, or brushing against another's body.
- Blocking normal movement.
- Physical assaults of a sexual nature.

Students who experience or observe harassment should report it immediately to Recoveries R US personnel. All reports will be thoroughly investigated, and appropriate actions will be taken to address the issue. Confidentiality will be maintained whenever possible, though it cannot be fully guaranteed.

Retaliation against individuals who report misconduct or cooperate in investigations is strictly prohibited. However, making false accusations in bad faith will result in disciplinary actions. Violations of these standards will lead to removal from the program.

## NON-VIOLENCE

Recoveries R US LLC is committed to maintaining a safe and secure environment for all students, staff, and visitors. Any threats, threatening language, or acts of aggression or violence—whether physical, verbal, or otherwise—are strictly prohibited. This includes harassment, intimidation, menacing gestures, flashing weapons, stalking, or any other actions intended to harm or instill fear.

### **To ensure a secure environment, Recoveries R US adheres to the following measures:**

- Providing a safe and healthy space for all participants.
- Enforcing immediate disciplinary action, up to removal from the program, for anyone committing acts of violence or making threats.
- Involving law enforcement and prosecuting violators when necessary.
- Prohibiting firearms or weapons on agency premises or in vehicles.
- Maintaining adequate security measures to protect everyone on the premises.

Anyone receiving threats or aware of potentially dangerous situations must report the matter immediately to the Recoveries R US office manager. It is the responsibility of all students and staff to inform instructors or appropriate personnel about any suspicious behavior.

All reports are investigated thoroughly, with corrective action taken when appropriate. Confidentiality is maintained as much as possible, and retaliation against individuals who report concerns in good faith is not permitted. Cooperation in investigations is expected to ensure the safety of the learning environment.

## NON-DISCRIMINATION

Recoveries R US is dedicated to fostering an inclusive and supportive learning environment that ensures equal opportunities for all. Discrimination based on sex, race, ethnic origin, or religion is strictly prohibited in all aspects of the vocational training program, including admissions, curriculum, instruction, student services, and employment. This commitment reflects the core values of fairness, respect, and diversity.

All participants, employees, and stakeholders are expected to uphold these principles by contributing to a respectful and inclusive environment. Concerns about discrimination or harassment should be raised through the grievance procedure, where they will be promptly and thoroughly investigated. Appropriate actions, such as corrective measures, support for affected individuals, or disciplinary action, will be taken to resolve issues and prevent recurrence.

Recoveries R US is committed to promoting diversity and inclusivity while respecting the unique backgrounds and perspectives of all individuals. By celebrating these differences, the program creates a learning environment where everyone is valued and treated equitably. This commitment to equal treatment is shared with all participants and stakeholders to ensure understanding and alignment with the organization's mission.

## STUDENT CONDUCT AND TERMINATIONS

Recoveries R US is committed to maintaining a safe, respectful, and productive learning environment. To ensure this, clear expectations are set for behavior, participation, and progress throughout the program. When challenges arise, Recoveries R US strives to work collaboratively with students to address concerns and provide support wherever possible.

In certain cases, students **will be removed** from the program due to persistent issues such as:

- Behavioral Issues: Disruptive, abusive, or threatening behavior.
- Non-Compliance: Failure to meet attendance, participation, or code of conduct standards.
- Program Requirements: Inability to meet training or certification standards.
- Health and Safety: Behavior posing a risk to self or others.
- Professional Standards: Failure to meet expectations for future certification or advocacy roles.

If a student is removed, they will receive written notification detailing the reasons for the decision and any conditions for re-enrollment. This communication also includes referrals to appropriate support services, such as vocational rehabilitation, counseling, or alternative training programs, to assist students in continuing their personal and professional growth. Students are encouraged to update their contact information to ensure they receive all necessary communications.

Students who wish to challenge a removal decision may appeal by submitting a written request within **10 business days**. Appeals are thoroughly reviewed, and students may be asked to provide additional documentation to support their case. The final decision is communicated in writing, providing clarity on the outcome and next steps. Students may file complaints informally or formally using the Student Grievance Form. Complaints are addressed within **24 hours**, with non-retaliation policies in place.

For students seeking to re-enroll after removal, specific conditions must be met, which are outlined at the time of removal. Applications for re-enrollment are reviewed by the President, and final approval is determined based on the student's readiness to meet program expectations and available space in the program. Re-enrolled students will resume their training at the appropriate point, ensuring a seamless transition back into the program.

All actions, decisions, and referrals are documented to ensure transparency and accountability. Recoveries R US remains committed to supporting students in overcoming challenges and achieving success in their vocational training journey.

# HANDLING GRIEVANCES

Recoveries R US is committed to maintaining a supportive and inclusive learning environment. Students are encouraged to raise concerns or complaints to ensure issues are addressed promptly and fairly. Grievances can involve curriculum, instructors, facilities, or administrative processes. **Students have the option to use the internal grievance process or contact ACCET, OASAS, or NYCB directly.**

## Internal Grievance Reporting Process

### 1. Informal Resolution:

Students are encouraged to resolve concerns directly with the involved party (e.g., instructor, staff member, or supervisor) through open communication. Many issues can be addressed quickly and effectively in this manner.

### 2. Formal Complaint Submission:

If informal resolution is unsuccessful or uncomfortable, students may submit a formal written complaint using the **Student Grievance Form** available at the admissions office.

### Written complaints should include the following:

- Nature of the grievance.
- Parties involved.
- Supporting evidence, if applicable.
- Desired outcome.

### Submission Channels:

- Email: [cpacheco@recoveriesrus.org](mailto:cpacheco@recoveriesrus.org)
- Physical Submission: Admissions Office, 127 East 105th Street, 3rd Floor, NY, NY 10029

For specific concerns related to credentialing programs:

- **CASAC Students (OASAS):**
  - Email: [oasas.smcredentialing@oasas.ny.gov](mailto:oasas.smcredentialing@oasas.ny.gov)
  - Portal: [OASAS Credentialing Portal](#)
  - Phone: 800.482.9564
  - Address: 1450 Western Ave, Albany, NY 12203, United States
- **Peer Students (NYCB):**
  - Email: [ekranson@asapnys.org](mailto:ekranson@asapnys.org)
  - Mail: Attention: Director of Certification, NYCB at ASAP, 194 Washington Ave., Suite 300, Albany, NY 12210

# HANDLING GRIEVANCES

- **ACCET:** Recoveries R US is in the process of accreditation with ACCET. Students have the right to file a grievance with ACCET if they believe the institution has violated ACCET standards, policies, and/or procedures. These standards and policies are available at [www.accet.org](http://www.accet.org) and are also referenced in the Recoveries R US Student Catalog. Grievances to ACCET must be submitted in writing via the webform on ACCET’s website.
  - **ACCET Contact Information:**
    - Accrediting Council for Continuing Education & Training (ACCET)
    - 1722 N Street NW
    - Washington, DC 20036
    - Phone: (202) 955-1113
    - Website: [www.accet.org](http://www.accet.org)

## **Internal Grievance Handling and Resolution:**

### **1. Grievance Acknowledgment:**

Upon receiving a grievance, Recoveries R US will acknowledge receipt within **24 hours**. This acknowledgment will include details of the handling and resolution process and an estimated timeline for resolution. Recoveries R US will endeavor to provide a response within 7 days and/or resolution within 30 days of receiving the grievance.

### **2. Investigation and Documentation:**

Recoveries R US will initiate a thorough investigation into the grievance, gathering relevant information, interviewing involved parties, and reviewing any supporting documentation. All grievances will be treated with discretion and maintained in strict confidentiality, except where disclosure is required by law or necessary to ensure the safety of individuals involved.

### **3. Resolution and Communication:**

After investigating the grievance, Recoveries R US will work towards a fair and equitable resolution, which may include corrective actions, providing additional support, or implementing changes to prevent similar issues in the future. The student will be kept informed of the progress and outcome throughout the process.

### **4. Escalation Procedures:**

If a student is not satisfied with the internal grievance resolution, they have the right to escalate the grievance to the appropriate external body—OASAS, NYCB, or ACCET—depending on the nature of the complaint. Students may choose the agency they feel is most appropriate for their concern.

### **5. Non-Retaliation Policy:**

Recoveries R US strictly prohibits any form of retaliation against students who file a grievance. Students are assured that their grievance will be handled confidentially (as reasonable under the circumstances), and there will be no negative repercussions on their training or overall experience.

If the student is not satisfied with the decision made by Recoveries R US, they may appeal the decision. The procedure for the appeal, including the designated authority for handling appeals, will be outlined in the decision letter.



# ACCESS TO STUDENT RECORDS

Recoveries R US is committed to protecting the privacy and rights of students by ensuring compliance with the **Family Educational Rights and Privacy Act (FERPA)**. Students have the right to access, review, and obtain copies of their educational records and may request corrections to any inaccurate or misleading information. Requests for access must be submitted in writing and will be fulfilled **within two weeks but no later than 45 days**. Verification of identity, such as a government-issued ID or student ID card, is required for access.

## **Privacy and Confidentiality**

Recoveries R US ensures that student records remain confidential and does not disclose personally identifiable information without the student's consent, except as allowed by FERPA.

## **Procedures for Access**

Students must submit a written request specifying the records they wish to access. Record inspection is provided within two weeks, and copies are available for **\$1.25 per copy**.

Certificate reprint fee, **\$20**

## **Record Retention and Destruction**

Student records are maintained in accordance with FERPA and other legal requirements. When no longer required, records are securely destroyed to protect against unauthorized access.

## **Training and Awareness**

Staff are trained on FERPA requirements to safeguard student privacy. Students are informed of their rights and procedures for accessing their records through handbooks, websites, and orientation sessions.

## **Complaints and Enforcement**

Students who believe their rights have been violated may file a complaint with the U.S. Department of Education. Recoveries R US does not discriminate against students exercising their FERPA rights and regularly reviews its practices to ensure compliance and effectiveness.

## COPYRIGHT INFRINGEMENT

### **1. Unauthorized Use of Materials:**

Unauthorized use of materials from the Recoveries R US vocational training program, including but not limited to text, images, videos, and any other copyrighted content, is strictly prohibited.

### **2. Distribution of Materials:**

The distribution of materials from the Recoveries R US vocational training program without proper authorization is also strictly prohibited. This includes sharing materials with individuals who are not enrolled in the program or distributing them through any means, such as online platforms, email, or physical copies.

### **3. Intellectual Property Rights:**

All intellectual property rights, including copyrights, trademarks, and patents, relating to the materials of the Recoveries R US vocational training program, remain the sole property of Recoveries R US. Unauthorized use or distribution of these materials will infringe upon these intellectual property rights.

## CRIMINAL LIABILITIES

### **1. Criminal Charges:**

In certain cases, unauthorized use or distribution of copyrighted materials will be considered a criminal offense. If the infringement is willful and for commercial purposes, the infringing party will face criminal charges, which can result in fines, imprisonment, or both.

### **2. Law Enforcement Involvement:**

Recoveries R US will involve law enforcement authorities to investigate and prosecute cases of copyright infringement. This will include reporting the infringement to relevant law enforcement agencies and cooperating with their investigations.

## STUDENT AND GRADUATE PLACEMENT ASSISTANCE

Recoveries R US is dedicated to supporting students and graduates in their transition to the workforce by providing comprehensive placement assistance and career development resources. While employment is not guaranteed, we leverage our expertise and extensive industry connections to help individuals pursue meaningful career opportunities.

### **Job Search Support**

We assist students and graduates in understanding job market trends, developing professional resumes, and crafting compelling cover letters. Personalized mock interviews and job search strategies, including networking and using online job boards, prepare individuals to confidently pursue employment.

### **Employer Connections and Networking**

Recoveries R US maintains strong relationships with local employers, businesses, and organizations. We host job fairs, networking events, and workshops to connect students and graduates with potential employers and industry professionals.

### **Internship Opportunities**

Through collaborations with treatment programs, shelters, and community-based organizations, we facilitate internships. These hands-on experiences help students apply their skills and enhance their employability. Please note that participation in internships is optional and offered as a service, not a program requirement.

### **Ongoing Support and Alumni Network**

Individualized career counseling, training on job retention skills, and an active alumni network provide continued guidance and mentorship for graduates. These resources foster long-term professional growth and success.

### **Trusted Industry Partner**

With over 10 years of experience in recovery and addiction services, Recoveries R US has built strong partnerships with treatment programs and community-based organizations. These collaborations provide valuable opportunities for students and make our graduates sought-after candidates for employment and internships.

## CREDENTIALLED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR (CASAC)

### Credentialing Process

To become a CASAC in New York State, you must:

- Meet specific competencies and ethical conduct requirements.
- Meet specific work experience requirements.
- Meet minimum education and training requirements.
- Successfully complete a criminal background check review; and
- pass the International Certification and Reciprocity Consortium, Inc. (IC&RC) examination for Alcohol and Drug Counselors (ADC).

**NOTE:** CASAC credentialing is external and not automatically conferred upon graduation

**To learn more about the requirements to become CASAC, please click the [link here](#).**

## APPROVED HUMAN SERVICES DEGREES

If you're applying for CASAC or CPP/CPS certification and have an Associate's, Bachelor's, or Master's degree in an approved Human Services field—or are currently working toward one—you may be able to use some of your college coursework to meet the education and training requirements. To find out which courses count, just submit your college transcripts with your application.

Also, if you already have a degree in an approved Human Services field, you might be able to use it to reduce the amount of work experience required.

**To learn more about the details and see the list of approved courses, click [here](#).**

## TRAINEE AND PROVISIONAL CERTIFICATIONS

The CASAC-Trainee (CASAC-T) and CASAC-Provisional (CASAC-P) certificates are issued to inform employers that a CASAC applicant has completed specific education and training requirements, but their scope of practice is limited by standards set by the Office. The requirements for each certificate are as follows:

### **CASAC-Trainee Certification**

To become a CASAC Trainee (CASAC-T), you must complete:

- 350 clock hours and mandatory one-time requirements of the required education and training OR
- 4,000 hours of appropriate work experience and the 85 clock hours in Section 1 of the education and training related to knowledge of substance use disorders and all mandatory one-time education requirements.

### **CASAC-Provisional Certification**

To obtain a CASAC-Provisional Certification, you must have:

- Bachelor's or Master's degree in an approved Human Services Field
- Verification of Employment or Intent to Hire form
- Education one-time requirements

**To learn more about Trainee and Provisional Certifications, visit this link [here](#) and check out the CASAC-Trainee and CASAC-Provisional section**

## CASAC APPLICATION

To submit your CASAC application please visit the **Credentialing Portal** link [here](#) and select "**Apply for Credential**" to start the application process.

Upon receipt by the OASAS Credentialing Unit, your application will be reviewed to ensure that the minimum eligibility requirements have been satisfied. Your application will be determined to be either incomplete or approved.

An application is active **five years** from the date the Credentialing Unit performs an initial review.

## INCOMPLETE APPLICATIONS

If your application is determined to be incomplete, you will be sent a CASAC Application Review Summary identifying documentation still needed to complete your application.

**If you are unable to submit the identified documents by the end of the five-year period, your application will not be approved, and you will not be issued a CASAC credential.**

To be considered for a CASAC in the future, you will be required to submit a new application, associated documentation, and an additional Application Processing Fee.

## EXTENSIONS

Applicants who hold a CASAC-T or CASAC-P that are exam eligible prior to their five-year expiration date will be eligible for a one-time, three-year extension for a **\$100 fee**.

## MANDATORY ONE-TIME TRAINING

Before receiving a certificate of completion, students must complete the one-time mandatory trainings required by the New York State Office of Addiction Services and Supports (OASAS).

**All required trainings are free of charge.**

For the full list of one-time mandatory trainings, visit this link [here](#)

## COUNSELOR SCOPE OF PRACTICE CHECKLIST

To learn more about the list of **Counselor Scope of Practice**, including the roles, responsibilities, and competencies required for addiction professionals, visit this link [here](#).

## CASAC EXAMINATION

The Alcohol & Drug Counselor (ADC) Examination is now available in both English and Spanish, with the option to switch between languages during the test. Special accommodations can also be arranged upon request. The exam consists of **150 multiple-choice questions** covering key domains in addiction counseling and is offered weekly at secure testing locations worldwide. Candidates who do not pass have the opportunity to retest, with specific requirements after multiple attempts.

**For full details on the examination process, domains, registration steps, fees, and special accommodations, visit this link [here](#) and check out the Examination section.**

## OASAS FEE SCHEDULE

All fees must be made in the form of a check or money order and made payable to "NYS OASAS". All fees are non-refundable.

- Initial Application Processing Fee: \$100 online; \$150 paper submission
- Computer Based Examination Fee: \$245
- Examination Retest Fee: \$245
- CASAC-Trainee and CASAC-Provisional Extension Fee: \$100
- Failure to Update Contact Information Fee: \$25
- Certificate Reprint Fee: \$10

## RENEWAL APPLICATION INSTRUCTIONS (FOR CASAC, CPP, CPS, AND CPGC)

Renewing a credential with the New York State Office of Addiction Services and Supports (OASAS) requires completing specific steps to ensure continued professional competence. This process applies to **CASAC, CPP, CPS, and CPGC credentials** and includes submitting a renewal application, meeting continuing education requirements, and adhering to ethical conduct standards. Additionally, professionals must maintain documentation for potential audits and follow guidelines for late renewals or reinstatements.

For full details on renewal application instructions, eligibility, continuing education requirements, and ethical standards, visit this link [here](#).

## REINSTATEMENT APPLICATION INSTRUCTIONS (FOR CASAC, CPP, CPS, AND CPGC)

If your credential has been expired for more than one year, you must complete the reinstatement process to regain certification. This process applies to **CASAC, CPP, CPS, and CPGC credentials** and requires submitting an application, fulfilling education and training requirements, and verifying adherence to ethical conduct standards. Reinstated credentials are valid for three years, and applicants may also request an upgrade if eligible.

For full details on reinstatement application instructions, eligibility requirements, and training guidelines, visit this link [here](#).



## CASAC FOUNDATIONS PREPARATION CLASS

As a student you will be eligible to take a CASAC exam preparation class. This is a two part class where you will review the 12 core functions, domains and some expert tips on how to prepare for the exam. Practice exams will mimic the look and feel of IC&RC's Computer Based Testing (CBT) platform. Each practice exam has 50- 150 questions, which students will have ample time to complete. After completing the practice exam, students will receive a score report identifying their areas of strength and weakness. Note: As a student of Recoveries R US you will be tested once a week to ensure that you are meeting the standard of learning the objectives of the curriculum.

## COMPLETION

Upon completion of the 350 hours, students will be issued the OASAS CASAC 350 Hour Standardized Certificate of Completion. Students will be required to submit this document to OASAS Credentialing Unit when submitting an application for their credential. Issuance and submission of this document will confirm that the student has satisfied the full 350 hours of education and training required and provide for a more expeditious review of their credentialing application. Be advised that the completion of the 350 hours of education and training does not provide you with CASAC Trainee status. Students must complete and submit the OASAS Credentialing application and the required fee (\$100.00) to OASAS' Credentialing Unit staff to achieve this status. You will be assisted with this process should you need help. Applications are accepted on an ongoing basis and will remain active for five years from the date of postmark. Upon receipt of the application, a review will be conducted to determine eligibility for the CASAC Trainee and CASAC Examination.

You must attend all classes and/or make up for any absences before you can obtain the 350-hour certificate. If you need to make up for classes a certificate will not be issued until such time: **\*\*Assistance with the CASAC-T and CRPA-P application will be afforded to all students.\*\***

## CERTIFIED RECOVERY PEER ADVOCATE (CRPA)/CERTIFIED ADDICTION RECOVERY COACH (CARC)

Peer support services are an important part of the treatment and recovery process. Certified Recovery Peer Advocates (CRPAs) & CARCS draw from personal experience with substance use, and professional training to provide non-clinical support services as identified in the patient's treatment or recovery plan.

CRPAs & CARCs may also help those in treatment/recovery in the development of recovery plans, effective coping habits, and life skills for navigating recovery. Although peer services emphasize the knowledge and wisdom of lived experience with addiction, peers are encouraged to be extremely calculated in how they share their story or pull from first-hand knowledge to ensure that it benefits program participants. Visit InUnity Alliance Website [here](#) to learn more

**NOTE:** CRPA/CARC credentialing is external and not automatically conferred upon graduation

## MINIMUM QUALIFICATIONS

To learn more about the requirements to become a Certified Recovery Peer Advocate (CRPA) or a Certified Addiction Recovery Coach (CARC), **visit: [ASAP-NYCB Requirements](#).**

## CERTIFIED RECOVERY PEER ADVOCATE (CRPA)

The Certified Recovery Peer Advocate (CRPA) credential is the Medicaid-billable peer recovery certification in New York State. The certification process involves completing required training, gaining supervised peer recovery experience, passing a competency-based exam, and adhering to professional ethical standards. Candidates can apply for a CRPA-Provisional while gaining experience or go directly for full CRPA certification if they meet all requirements. The process ensures that peer advocates are well-trained and qualified to support individuals in recovery.

To learn more about the Six Steps to CRPA Certification, visit: [Six Steps to CRPA](#).

## CRPA-PROVISIONAL

Upon completing training, candidates can apply for CRPA-Provisional if they meet the age and education requirements. This certification allows holders to work in Medicaid-reimbursable peer roles across New York State (OASAS-licensed agencies). However, CRPA-Provisional is time-limited and expires after 24 months, regardless of employment status and this cannot be extended.

To move from CRPA-Provisional to full certification, candidates must complete 500 hours of role experience, including 25 hours of supervision, and pass the competency-based IC&RC Peer Recovery exam within the 24-month period. Role experience includes non-clinical, one-on-one conversations designed to support individuals in building recovery capital, and it can be voluntary, paid, full or part-time, and in any setting where the role is utilized.

Candidates with 500 hours of experience may skip CRPA-Provisional and apply directly for full CRPA. Certification staff will pre-register these candidates for the exam following Board review.

## CERTIFIED ADDICTION RECOVERY COACH (CARC)

The Certified Addiction Recovery Coach (CARC) credential is designed for individuals who support others in achieving and maintaining recovery from addiction. Recovery coaches work to remove barriers, generate recovery options, and connect individuals with necessary support services to help them build recovery capital. To become CARC certified, candidates must complete 60 hours of approved training, affirm adherence to the ASAP-NYCB Code of Ethical Conduct, and pass the Recovery Coach Exam based on 27 role competencies.

**For full details on CARC certification standards and requirements, visit: [ASAP-NYCB CARC Standards](#).**

## NYCB APPLICATION PROCESS

New York Certification Board (NYCB) uses Certemy, an online application system, for all certification applications. New applicants must complete the required training and certification prerequisites before starting their application. The review process can take up to four weeks once a completed application and payment are submitted. Various certification options are available, including Certified Addiction Recovery Coach (CARC), Certified Recovery Peer Advocate (CRPA), and specialty certifications for family, youth, and criminal justice-supported recovery.

**For full details on certification applications, requirements, and step-by-step instructions, visit: [NYCB Certification Application](#).**

## NYCB CERTIFICATION RENEWAL PROCESS

Renewing your Certified Addiction Recovery Coach (CARC) or Certified Recovery Peer Advocate (CRPA) certification ensures that you remain up to date with professional standards and maintain your credential.

The renewal process involves completing approved training, submitting a renewal application, and paying the required fees. Renewal applications should be submitted 45 days before expiration to avoid late fees, and the review process may take up to four weeks. If your certification has expired, there are specific steps for late renewal or reinstatement, including additional training requirements.

**For full details on the NYCB Certification Renewal Process, required training hours, late renewal fees, and application steps, visit: [NYCB Certification Renewal Program](#).**

## OTHER AVAILABLE SERVICES

Recoveries R US is dedicated to supporting students throughout their vocational journey by offering a range of services, including **Peer Coaching**. This personalized resource provides guidance, emotional support, and connections to essential community services to help students overcome challenges and achieve their goals.

### **Comprehensive Support**

Peer coaches assist students in building resilience, developing coping strategies, and maintaining focus on their vocational aspirations. For students in recovery, coaches offer additional support to maintain sobriety while pursuing their goals.

### **Resource Connection**

Peer coaches act as a bridge to vital services such as counseling, housing assistance, medical care, financial aid, legal support, therapy, and social services. By connecting students to these resources, coaches address the multifaceted aspects of their well-being.

### **Personalized Guidance**

Coaches collaborate with students to set individualized goals and develop action plans tailored to their needs. They provide motivation, encouragement, and accountability, helping students stay committed to their vocational and personal growth.

### **Emotional Support**

Peer coaches offer a safe, non-judgmental space for students to share concerns and challenges. Through compassionate listening and guidance, they help students develop coping strategies, overcome obstacles, and build confidence.

At Recoveries R US, peer coaching is an integral part of our commitment to holistic support. By addressing diverse needs and empowering students with resources and encouragement, we help them thrive in their recovery, if applicable, and achieve their vocational goals.

## OTHER AVAILABLE SERVICES

Whether it's accessing counseling, finding stable housing, securing medical assistance, or navigating legal and financial challenges, our peer coaches are here to guide and support students every step of the way. We understand that recovery if applicable is a journey, and through our peer coaching services, we strive to ensure that our students have the necessary support and tools they need to succeed in both their personal and professional lives.

### **Tips for Learning**

- Develop a mindset geared towards learning.
- Test yourself periodically.
- Read, READ, READ.... Incorporate reading in your daily life, on topics associated with substance use, Alcoholism, and/or Counseling.
- Watch videos and/or documentaries on the topics learned
- Improve your sleeping habits or rituals.
- Make sure you are eating correctly/ heavy food tend to minimize your attention span.
- Be prepared...notebook, pen, laptop, and etc.

### **In class Tips**

- Listen for the structure of the information in the lecture or presentation
- Resist distractions, emotional or otherwise, cellphone, social media, and etc.
- Label important points, use highlighters
- Ask Questions, always.
- When possible translate the lecture into your own words.
- Take notes, divide your notes by section or topic
- Instead of closing your notebook at the end and hurry to leave listen carefully to the information given towards the end of the class, summary, statement, closing

### **Study Tips**

- Find out how you use and misuse your time before you make any changes, be aware of your best time of day. Are you a morning or evening person etc.
- Plan two hour or uninterrupted time to study. Than go about your day as usual.
- Study difficult or boring topics first.
- Avoid marathon studying or cramping
- Use waiting time to study, bus, train, doctors office
- Download an app related to the topic

### **Where to study**

- Use your regular study area
- Your body knows where you are. When you use the same place to study, time after time and your body becomes trained to recognized that area and become more opt to studying.
- Don't get too comfortable (You might fall asleep)
- Library is the best place to study, give your self an hour at the library and achieve a week of studying elsewhere.

## 8 IMPORTANT CHARACTERISTICS OF ADULT LEARNERS

Adults are characterized by maturity, self-confidence, autonomy, Solid decision-making and are generally more practical, multi-tasking, purposeful, self-directed, experienced and less open-minded and receptive to change. All these traits affect your motivation, as well as your ability to learn.

### **Self-direction**

Adults feel the need to take responsibility for their lives and decisions and this is why it's important for you to have control over your learning. Therefore, self assesment, peer relationships, multiple learning options and initial, yet subtle support are all imperative.

### **Practical and results-oriented**

Adult learners are usually practical, resent theory, need information that can be immediately applicable to their professional needs, and generally prefer practical knowledge that will improve their skills, facilitate their work and boost their confidence. This is why our course will cover your individual needs and have a utilitarian content.

### **Less open-minded and therefore more resistant to change**

Maturity and profound life experience usually lead to rigidity, which is the enemy of learning. We provide the "why" behind the change, new concepts that can be linked to already established ones, and promote the need to explore.

### **Slower learning yet more integrative knowledge**

Aging does affect learning. Adults tend to learn less rapidly with age. However the depth of learning tends to increase over time, navigate knowledge and skills to unprecedented personal levels.

### **Use personal Experience as a resource**

Adults have lived longer, seen and done more, have the tendency to link their past experiences and validate new concepts based on prior learning. Our classes are with adults that have similar life experience levels, encourage discussion and sharing and generally create a learning community..

### **Motivation**

Learning in adulthood is usually voluntary. Thus, it's a personal choice to attend school, in order to improve job skills and achieve professional growth. This motivation is the driving force behind learning and this is why it's crucial to tap into your intrinsic impetus with the thought-provoking material that will question conventional wisdom and stimulate your mind.

## 8 IMPORTANT CHARACTERISTICS OF ADULT LEARNERS

### **Multi-level responsibilities**

Adult learners have a lot to juggle; Family, Friends, Work and the need for personal quality time. This is why it's more difficult for an adult to make room for learning, while it's absolutely crucial to prioritize. If your life is already demanding, then your learning outcome will be compromised. Taking that under consideration, we have created a flexible, program to accommodate busy schedules.

### **High expectations**

Adult learners have high expectations. They want to be taught about things that will be useful to their work, expect to have immediate results, seek for a course that will worth their while and not be a waste of their time and money. This is why we created a course that will maximize and meet your individual needs and address all your learning challenges.

## THREE GENERAL LEARNING STYLES

**Visual learners** rely on pictures. They love graphs, diagrams, and illustrations. "Show me" is their motto. They often sit in the front of the classroom to avoid visual obstruction and to the teacher. We will provide handouts, utilizing power point presentation and social media ,YouTube,videos etc, to compliment visual learning style.

**Auditory learners** listen carefully to all sounds associated with the learning. "Tell me" is their motto. They will pay close attention to the sound of the instructors voice and all of their subtle messages, and they will actively participate in discussions.

**Tactile or kinesthetic learners** need to physically do something to understand it. Their motto is "Let me do it". They trust their feelings and emotions about what they're learning. We provide interactive group and individual participation , Role playing/ Mock Sessions Internship will provide hands on training.

Most people use all three styles while they're learning and of course this is logical since we all have five senses, barriers any disabilities but one style almost always is preferred. No matter which learner you are, we cater to the adult learner...taking into consideration the different pathways to learning.





## GRADUATION CEREMONY

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Graduation day is an unforgettable celebration of your dedication, marking your journey to becoming a certified counselor or peer advocate. This milestone includes a formal cap-and-gown ceremony with graduates proudly marching to receive their certificates, culminating in the commencement exercise. The ceremony will feature inspiring keynote speakers, a Valedictory speech from the top graduate, and lively entertainment. Afterward, enjoy a catered reception with a delicious 5-star meal to cap off this remarkable occasion with family, friends, and colleagues by your side.

## ALUMNI/LEARNING COLLABORATIVE

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The Alumni/Learning Collaborative at Recoveries R US is a special monthly gathering from 6 PM to 8 PM, dedicated to reconnecting with our alumni and celebrating their ongoing growth and success. Each month features a unique theme that adds an engaging twist to the evening, providing fresh insights and topics that resonate with our alumni's diverse experiences. This event offers an opportunity for past graduates to catch up with classmates, share their stories, and gain inspiration from guest speakers who provide valuable perspectives on career development, recovery support, and personal empowerment. Alumni/Learning Collaborative is all about building connections, reflecting on achievements, and fostering a strong, supportive alumni community that extends beyond graduation.





*You have to start somewhere  
and it all starts with you...*

**2025 CATALOG**