



The RADACT Program

3901 Old Seward Highway Ste 8
Anchorage, AK 99503
Phone (907) 563-9202
Fax (907) 562-7948
www.radact.com

RE: FY'17 ADDICTION AND BEHAVIORAL HEALTH COUNSELOR TRAINING ACADEMY

Dear Counselors and Program Managers:

The Regional Alcohol and Drug Abuse Counselor Training (RADACT) Program is sponsoring a three-week training academy from Monday, March 6, 2017, through graduation Thursday evening, March 23, 2017, at the **RADACT Office**, 3901 Old Seward Hwy., Suite 8. Classes will begin at 8:00 A.M. on Monday, March 6, 2017.

Completion of the academy will provide 112 training hours toward Counselor Technician or Behavioral Health Counselor certification through the Alaska Commission for Behavioral Health Certification (ACBHC). For certification fees and additional information about certification requirements, contact ACBHC at 907-332-4333. Certification costs are not included in the academy fee.

There is a \$1,145.00 non-refundable fee per trainee. The fee will cover a continental breakfast, lunch, tuition, textbooks, training manual, and miscellaneous student supplies such as pens, notepads, highlighters, etc. for 14 days.

If you need hotel accommodations, we have made arrangements with "MY PLACE" Hotel for a discounted rate. Please call RADACT to make arrangements.

This three week training academy will be an intensive learning experience, with classroom days from 8:30 A.M. to 5:00 P.M., Monday through Friday. Because RADACT will contract for lunches Monday through Friday, there will be no reimbursement for trainees who decide to eat away from the facility.

If you need financial assistance, you can contact directly one of the **State of Alaska Job Centers** nearest to you. Google: Alaska Job Center. Under Alaska Job Center network click on workplace Center. You can then find the Alaska Job Center nearest to you.

All students applying to the academy will receive a letter acknowledging receipt of their Application. If you do not hear from us do **not** assume we have received your registration.

A place will not be reserved for you in the academy ***until all funds have been received by RADACT.*** Students with properly completed applications, and full payment included, will be accepted on a first come, first served basis.

PAYMENT IN FULL MUST BE RECEIVED BY FEBRUARY 24, 2017 AT RADACT OFFICE

“MY PLACE” HOTEL



PLEASE CALL RADACT TO GET DISCOUNT CODE

CALL “MY PLACE” TO MAKE RESERVATIONS

TRANSPORTATION COSTS ARE NOT INCLUDED IN THE ACADEMY FEE.

If any have any further questions regarding the academy, or you have not received a letter confirming your registration, please contact Virginia Zutz at the RADACT office, 907-563-9202, between 8:00 A.M. until 5:00 P.M., Monday through Friday.

Sincerely,

A handwritten signature in blue ink that reads "Janet M. Carter".

Janet M. Carter, M.Ed.
Executive Director/ Trainer

THE RADACT PROGRAM

THREE WEEK ACADEMY

MARCH 6, 2017 – MARCH 23, 2017

RADACT
3901 OLD SEWARD HIGHWAY SUITE 8 ANCHORAGE, AK 99503
TEL: 907-563-9202 FAX: 562-7948

REGISTRATION FORM

COUNSELOR TECHNICIAN/BEHAVIORAL HEALTH COUNSELOR

Name: _____
Address: _____ (city) _____ (state) _____ (Zip) _____
Phone #'s (home) _____ (work) _____
(E-mail) _____
Agency of Employment: _____
Agency of Employment Address: _____

Position at Agency: _____
Length of time employed with Agency: _____
Total number of years employed in the addictions/behavioral health field: _____
Total number of counselor training hours (Through regional trainers, college, annual school, etcetera): _____

Have you enclosed your payment for the training with your application? Yes No

Cost: \$1,145.00

Do you require housing? NO YES (Please contact Radact for discounted rate)

If you did not enclose your payment with your application you must complete the section that identifies the person or agency that is financially responsible on the second page of this application. Applications submitted without this information CANNOT be processed until the information is received. I ALSO TESTIFY THAT ALL THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE.

Signed: _____
Name (Please Print): _____
Date: _____

APPLICANT'S COMMITMENT OF ATTENDANCE

I _____, agree to attend the entire three week training academy to be held in Anchorage from March 6, 2017 through March 23, 2017. I also understand that there will be no reimbursement of any funds for non-completion.

Signed: _____

Name (please print) _____

Date: _____

SUPERVISOR'S WORK RELEASE FOR APPLICANT

I, promise to release _____ from their employment responsibilities for three weeks, from March 6, 2017 through graduation on March 23, 2017, in order that he/she may attend the entire three week RADACT training academy. I understand that there will be no reimbursement of any funds for non-completion.

Signed-Supervisor/Director _____

Name (please print) _____

Date: _____

FINANCIAL DETAILS

The following program/individual is financially responsible for tuition for the Academy, March 6, 2017 through March 23, 2017. The program/individual understands that FULL PAYMENT MUST BE RECEIVED before Academy attendance, and that there will be no reimbursement of any funds for non-completion.

Agency/Name: _____

Contact: _____

Address: _____

Phone: _____ Date: _____

Please contact the RADACT office if you have any questions before signing this agreement.

REGISTRATION WILL BE CLOSED WHEN THE ACADEMY IS FULL