



# The RADACT Program

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Anchorage, AK 99503  
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[www.radact.com](http://www.radact.com)

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## RE: March 2018 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 12, 2018, through graduation Thursday evening March 29, 2018, for Counselor Technician, and Level One Counselors at the **Crowne Plaza Midtown - Anchorage**.

Completion of the academy will provide 112 training hours toward Counselor Technician certification or 112 hours toward upgrading from Counselor Technician to Level One 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. In addition, Alaska Pacific University may be partnering with RADACT to offer three (3) college credits to our Academy students.

There is a \$2,900.00 non-refundable fee per trainee for overnight students. The fee will cover housing for nineteen (19) nights. Breakfast, lunch and dinner for fourteen (14) days will be provided, and breakfast only on Saturdays and Sundays. The fee will also cover tuition, textbooks, training manual, and miscellaneous student supplies such as pens, notepads, highlighters, etc. **Lunch and Dinner will not be provided on Saturday and Sunday.** Breakfast only will be provided on weekends for students staying at the hotel.

Limited scholarships may be available through the Division of Behavioral Health. **To be eligible for a scholarship you must be employed in a Behavioral Health funded program.** Rural preference will be given. If you are eligible for a scholarship please complete the attached scholarship application form. **Transportation to and from the academy, certification fees, the purchase of college credits, or lunch and dinner on Saturday's and Sunday's will not be a part of the scholarship award.** Scholarship applications **must be received by RADACT no later than 5:00 pm on Friday, February 9, 2018, and must include both the applicant's and supervisor's letter regarding the scholarship.** Scholarship recipients **MUST share a room, unless paid separately.**

Each trainee will share a non-smoking suite with one other student. Each suite has two beds, with a microwave and a small refrigerator. A pool, whirlpool and fitness center are located on the first floor. **Single rooms are available at an additional cost.**

Academy cost for students not requiring housing is **\$1,300.00**. This will include tuition for fourteen (14) days, lunch, textbooks, training manuals, and all necessary supplies.

This three week training academy will be an intensive learning experience, with classroom days from 8:30 am to 5:00 pm, Monday through Friday. Students are asked to stay at the training facility

during the day, and will have lunch together Monday through Friday. Because RADACT will contract for meals 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 MARCH 2, 2018 AT RADACT OFFICE**

**DO NOT CALL THE CROWNE PLAZA-ANCHORAGE TO MAKE ROOM RESERVATIONS.**

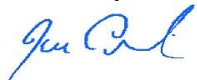
**ALL RESERVATIONS WILL BE ARRANGED BY RADACT STAFF.**

**REMEMBER: A ROOM WILL NOT BE RESERVED FOR YOU UNTIL WE RECEIVE FULL PAYMENT**

**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, 1-907-563-9202, between 8:00 am until 5:00 pm, Monday through Friday.

Sincerely,



Janet M. Carter, M.Ed.  
Executive Director

**THE RADACT PROGRAM**  
**THREE WEEK WINTER ACADEMY**  
**MARCH 12, 2018 THROUGH MARCH 29, 2018**

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

**REGISTRATION FORM**  
**COUNSELOR TECHNICIAN / LEVEL ONE**

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): \_\_\_\_\_

What level will you be attending? Counselor Technician (entry level)  Level One

Do you require housing? Yes (\$2,900.00)  No (\$1,300.00)

Would you like to receive information about purchasing academic credits for your academy attendance? Yes  No

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

**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 12, 2018 through March 29, 2018. I also understand that there will be no reimbursement of fees for any portion of the academy not completed.

Signed: \_\_\_\_\_

Name (please print) \_\_\_\_\_

Date: \_\_\_\_\_

## SUPERVISOR'S WORK RELEASE FOR APPLICANT

I, \_\_\_\_\_, promise to release \_\_\_\_\_ from their employment responsibilities for three weeks, from March 12, 2018 through graduation on March 29, 2018, 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 to attend the March 12, 2018 through March 29, 2018 session of the Addictions & Behavioral Health Counselor Training Academy. The program/individual understand that FULL PAYMENT MUST BE RECEIVED before the 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 you have any questions before signing this agreement.

**REGISTRATION WILL BE CLOSED WHEN THE ACADEMY IS FULL**

**THE RADACT PROGRAM**  
**THREE WEEK WINTER ACADEMY**  
**MARCH 12, 2018 THROUGH MARCH 29, 2018**

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

**SCHOLARSHIP APPLICATION FORM ONLY**

**SCHOLARSHIP APPLICATIONS MUST BE RECEIVED  
BY 5PM, FRIDAY, FEBRUARY 9, 2017**

**COUNSELOR TECHNICIAN / LEVEL ONE**

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 addiction/behavioral health field: \_\_\_\_\_

Total number of counselor training hours (Through regional trainers, college, Annual School, etcetera): \_\_\_\_\_

What level will you be attending? Counselor Technician (entry level)  Level One

Would you like to receive information about purchase of academic credits for academy attendance YES  NO

**I TESTIFY THAT ALL THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE. I ALSO UNDERSTAND THAT RADACT MUST RECEIVE THIS APPLICATION AT THEIR ANCHORAGE OFFICE BY 5PM, FRIDAY, FEBRUARY 9, 2018 FOR ME TO BE CONSIDERED FOR A SCHOLARSHIP. (APPLICATION MAY BE FAXED TO RADACT @ 907-562-7948.)**

Signed: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION DEADLINE FEBRUARY 9, 2018**

# SCHOLARSHIP APPLICATION

## APPLICANT'S COMMITMENT OF ATTENDANCE

I, \_\_\_\_\_, agree to attend the entire three-week training academy to be held in Anchorage from March 12, 2018 through March 29, 2018. I also understand that I will be required to reimburse the Division of Behavioral Health for any portion of the academy not completed.

Applicant's Signature: \_\_\_\_\_

Name (Please print): \_\_\_\_\_ (Date) \_\_\_\_\_

**\*\*Important\*\* Applicant must submit a one page letter with this application describing how receiving the scholarship will assist in your educational and employment goals.**

**Applications will not be processed without the letter.**

## SUPERVISOR'S WORK RELEASE FOR APPLICANT

I, \_\_\_\_\_, promise to release \_\_\_\_\_ from their employment responsibilities for three weeks, from March 12, 2018 through March 29, 2018 so that they may attend the entire three week RADACT training academy. Please contact the RADACT office if you have any questions before signing this agreement.

Supervisor's / Director's Signature: \_\_\_\_\_

Name (Please print): \_\_\_\_\_ (Date) \_\_\_\_\_

Address: \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Phone: \_\_\_\_\_

**\*\*Important\*\* Supervisor must submit a one page signed letter with this application, stating how follow up will be provided to the scholarship applicant after they have completed the academy.**

**Applications will not be processed without the letter.**