

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086046

Vendor Name: IAODAPCA, Inc.

Invoice Number: B0373793

Invoice Date: 05/19/21

PO Number: B0373793

Check Number: 0281668

Check Amount: \$ 800.00

Check Date: 06/08/2021

Department ID: 00197

Reviewer Name:

Voucher Number: V0679946

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: Dando, Anne Marie <dandoa@cod.edu>  
Sent: Wed May 19 14:12:35 CDT 2021  
To: invoicing@cod.edu  
CC: cruza251@cod.edu  
Subject: Check Enclosed Request - PO#373793 from Anabel Cruz 5-19-21 amd.pdf  
-----

Hello,

The attached purchase order and check enclosed has been ordered by Anabel Cruz. Please be sure to include the invoice with the check.

If you have any questions, kindly work directly with her as needed.

Thank you.

Best,

Anne Marie Dando

*Procurement Services Assistant*



425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2813 | [dandoa@cod.edu](mailto:dandoa@cod.edu)

**[Click Here for current bids/Rfps!](#)**

**[COD: Check out our Team Site!](#)**

[attachment: Check Enclosed Request - PO#373793 from Anabel Cruz 5-19-21 amd.pdf]

**Bill To:****College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078

**Vendor:**

1086046  
IAODAPCA  
401 East Sangamon Avenue  
Springfield, IL 62702

Attn: Service, Customer

Phone: (217)698-8119  
Fax:

**PURCHASE ORDER**

373793

Page: 1

Release Method: Hard Copy

Release Date: 05/19/2021

Created Date: 05/19/2021

**Ship To:**

BLANKET PO  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Deliver To: Jason Florin

**AP VERIFIED**

**05/20/21 - BETHANY CRUSE**

PO Created By: Dando, Anne Marie

**Purchase Order Comments:**

Check enclose with attached invoice  
Accreditation Period: 9/1/21 thru 9/1/23

Requisition Number(s): 685370

Requisitioner Name(s): Anabel Cruz

| # | Vendor Item | QTY | UOM  | Description   | Unit Price | Total Price |
|---|-------------|-----|------|---|------------|-------------|
| 1 |             | 1   | Each | ICB dba(IAODAPCA)<br>ACCREDITED TRAINING<br>PROGRAM OF FOR<br>RE-ACCREDITATION<br>9/1/21-9/1/23 | \$800.00   | \$800.00    |

Sub Total: \$ 800.00

Total: \$ 800.00

**Account Code Summary**

| Account Code        | Account Description | Amount   |
|---------------------|---------------------|----------|
| 01-10-00197-5406002 |                     | \$800.00 |

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpays@cod.edu](mailto:acctpays@cod.edu) or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.

**Bill To:****College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078

11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

**PURCHASE ORDER**

373793

**Page:** 2**Release Method:** Hard Copy**Release Date:** 05/19/2021**Created Date:** 05/19/2021



**Illinois Certification Board, Inc.**

d/b/a Illinois Alcohol & Other Drug Abuse Professional Certification Association Inc.

Joseph Lokaitis, CAADC, President, Board of Directors, Jessica Hayes, Executive Director  
401 East Sangamon Avenue - Springfield, IL 62702 (217)-698-8110

April 19, 2019

Jason Florin  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599

**ICB ACCREDITED TRAINING PROGRAM  
STATEMENT OF FEES FOR RE-ACCREDITATION**

**Accreditation Billing Period:** September 1, 2019 to September 1, 2021

**Re-Accreditation Fee Due:** \$800.00

**TOTAL DUE:** \$800.00

**PAYMENT DUE: September 1, 2019**

**Mail Payment to:** ICB, Inc.  
401 East Sangamon Avenue  
Springfield, IL 62702

(VISA or Mastercard only)

**Credit Card Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Expiration Date** \_\_\_\_\_ **Security Code** \_\_\_\_\_  
(three-digit number near signature line on back of credit card)

**Name on Card** \_\_\_\_\_

**Telephone Number** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Credit Card Billing Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**To Protect the Public by providing competency based credentialing of Human Service Professionals**

**WEBSITE:** [www.IAODAPCA.ORG](http://www.IAODAPCA.ORG)

**EMAIL:** [INFO@IAODAPCA.ORG](mailto:INFO@IAODAPCA.ORG)





# **Illinois Certification Board, Inc.**

d/b/a Illinois Alcohol & Other Drug Abuse Professional Certification Association Inc.

**Joseph Lokaitis, CAADC, President, Board of Directors, Jessica Hayes, Executive Director**  
401 East Sangamon Avenue - Springfield, IL 62702 (217)-698-8110

## **Notification of Re-accreditation for College of DuPage**

Do you wish to remain an ICB accredited training program? ☒ YES ☐ NO

If yes, have there been any changes to your training program? ☒ YES ☐ NO

Mark the areas in which changes have been made:

- ☒ curriculum (based on course outlines)
- ☐ resource list (bibliography)
- ☐ program philosophy statement
- ☐ practicum and course work objectives and goals
- ☐ practicum sites and agreements
- ☐ practicum evaluation forms
- ☐ classroom evaluation forms
- ☒ faculty and program coordinator resumes

**Provide documentation of changes.**

**To Protect the Public by providing competency based credentialing of Human Service Professionals**

WEBSITE: [www.IAODAPCA.ORG](http://www.IAODAPCA.ORG) EMAIL: [INFO@IAODAPCA.ORG](mailto:INFO@IAODAPCA.ORG)



# College of DuPage

## Course Syllabus

<http://www.cod.edu>

### **HUMAN 1125 Introduction to Addictions**

**Term: Fall - Year: 2018**

Course Date:

IAI Course Code for Majors:

IAI Course Code For General Education:

## Credit Hours

Credit Hours: 3

Lab Hours: 0

Lecture Hours: 3

Contact Hours: 3

Clinical Hours: 0

## Catalog Description

An exploration of the concept of addiction, including historical and current attitudes toward drug use, diagnostic criteria, treatment models, and current trends in substance use and abuse.

## Course Methods of Instruction

1. L Lecture 2. D Discussion/Lecture

## Objectives/Goals

Upon successful completion of this course, the student should be able to do the following:

1. Describe the problem of addiction in American society
2. Define addiction in clinical terms
3. Identify physical, social and psychological impacts of addiction
4. Describe the progression of addiction as a disease
5. Identify personal attitudes toward addiction
6. Analyze various theories about the etiology of addiction
7. Describe brain regions involved in addiction
8. Summarize current state DUI laws
9. Classify the primary groups of psychoactive substances
10. Identify client assessment tools

11. List the levels of client treatment placement
  12. Describe current methods of treating addiction
  13. Assess the impact of healthcare systems on the treatment of addiction
  14. Describe the impact of addictions on the family
- 

## Topical Outline

This course will include but not be restricted to the following topics:

1. Historical perspectives of alcohol and other drug abuse
2. Theories of addiction
3. Defining addiction
4. Consequences of addiction
5. Diagnostic criteria for addiction
6. Family systems
7. Legal and ethical issues related to addictions
8. Mutual help groups in recovery
9. Treatment models
10. Drug classifications
11. Neurobiology of addiction

## Course Materials

### Required Texts

1. Kinney, J.. Loosening the Grip. 11th McHraw-Hill, 2015.

## Supplemental Assignments

### Assignments

### Activities/Assignments

None

## Examinations

Your final course grade will be computed as follows:

| <u>Grade</u> | <u>Percentage</u> | <u>Points</u> |
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A=  
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X=

## Withdrawal Policy

### **Withdrawal from a Class**

The final day for a student to withdraw from any course will be equal to 75% of the time for the respective academic session (see the Registration Calendar

[http://www.cod.edu/registration/pdf/reg\\_calendar.pdf](http://www.cod.edu/registration/pdf/reg_calendar.pdf)) through myACCESS <https://myaccess.cod.edu> or in person at the Registration office, Student Services Center (SSC), Room 2221.

### **Administrative Withdrawal**

After the deadline, students will be required to appeal for late withdrawal and provide appropriate documentation to the Student Registration Services Office for all requests. Students who are granted approval to withdraw by petition will not be eligible for refunds of tuition or fees and will receive a 'W' grade on their transcript. Appeals must be submitted prior to the designated final exam period for 16-week classes and before the last class meeting for all other session classes.

Date Syllabus Prepared: \_\_\_\_\_

# College of DuPage

## Course Syllabus

<http://www.cod.edu>

### **HUMAN 1126 Psychopharmacology for Addictions Counselors**

**Term: Fall - Year: 2018**

Course Date:

IAI Course Code for Majors:

IAI Course Code For General Education:

## Credit Hours

Credit Hours: 3

Lab Hours: 0

Lecture Hours: 3

Contact Hours: 3

Clinical Hours: 0

## Catalog Description

An introduction to the biochemical principles that affect the nature, action, and use of psychoactive drugs.

## Course Methods of Instruction

1. L Lecture 2. D Discussion/Lecture 3. Other(Specify)  
Online

## Objectives/Goals

Upon successful completion of this course, the student should be able to do the following:

1. Describe the physiological response to psychoactive drugs
2. Classify the major psychoactive drugs
3. Describe how psychoactive drugs are metabolized
4. Identify the routes through which drugs can be administered
5. Explain how governmental agencies regulate drug usage
6. Describe the effects of psychoactive drugs on mental illness
7. Recognize the consequences of mixing prescribed drugs with drugs of abuse
8. Plan appropriate treatment for substance abusing clients

9. Discuss issues that confront people with co-occurring disorders
  10. Identify the effects of psychoactive drugs
  11. Describe withdrawal, toxicity and overdose symptoms of psychoactive drugs
- 

## Topical Outline

This course will include but not be restricted to the following topics:

1. Physiological and biochemical aspects of the human body
2. Classification of drugs of abuse
3. Methods of drug ingestion
4. Co-occurring disorders
5. Complications of chemical dependency
6. Medications utilized in the treatment of chemical dependency
7. Medical referral issues in the treatment of chemical dependency
8. Detoxification from drugs
9. Tolerance and withdrawal

## Course Materials

### Required Texts

1. Kuhn, Swartzwelder, & Wilson. Buzzed. 4th Norton, 2014.

### Supplemental Assignments

### Assignments

### Activities/Assignments

None

### Examinations

Your final course grade will be computed as follows:

| <u>Grade</u> | <u>Percentage</u> | <u>Points</u> |
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[http://www.cod.edu/registration/pdf/reg\\_calendar.pdf](http://www.cod.edu/registration/pdf/reg_calendar.pdf)) through myACCESS <https://myaccess.cod.edu> or in person at the Registration office, Student Services Center (SSC), Room 2221.

### **Administrative Withdrawal**

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Date Syllabus Prepared: \_\_\_\_\_

# College of DuPage

## Course Syllabus

<http://www.cod.edu>

### **HUMAN 2225 Addictions Counseling I**

**Term: Fall - Year: 2018**

Course Date:

IAI Course Code for Majors:

IAI Course Code For General Education:

## Credit Hours

Credit Hours: 4

Lab Hours: 2

Lecture Hours: 3

Contact Hours: 5

Clinical Hours: 0

## Catalog Description

Students will focus on the methods and skills utilized in chemical dependence treatment. Prepares students who want to enter the field of addictions counseling.

## Prerequisites and Compliance Criteria

Prerequisite: HUMAN 1125 Introduction to Addictions with a grade of "C" or better, or equivalent. and

## Prerequisites and Compliance Criteria

Prerequisite: HUMAN 1126 Psychopharmacology for Addictions Counselors with a grade of "C" or better, or equivalent.

## Prerequisites and Compliance Criteria

Consent of Instructor:or

## Course Methods of Instruction

1. L Lecture 2. D Discussion/Lecture 3. X Lab/Lab Discussion 4. Other(Specify)  
Online

## Objectives/Goals

Upon successful completion of this course, the student should be able to do the following:

1. Describe the qualities of an effective counselor

2. Identify diagnostic criteria for substance use disorders
3. Explain ethical issues involved in addictions counseling
4. Demonstrate addictions counseling skills
5. Describe the role of relapse prevention planning
6. Identify a continuum of care for clients in substance abuse treatment
7. List the elements of an effective treatment plan
8. Demonstrate assessment skills
9. Demonstrate documentation skills
10. Recognize community resources for people with addiction
11. Describe the role and limitations of confidentiality

## Topical Outline

This course will include but not be restricted to the following topics:

1. Qualities of an effective counselor
2. Counseling skills
3. Ethical issues
4. Biopsychosocial assessment
5. Client placement criteria
6. Diagnostic criteria
7. Treatment planning
8. Relapse prevention
9. Individual counseling
10. Group counseling
11. Family roles in addiction recovery
12. Community resources
13. Confidentiality

## Course Materials

## Required Texts

1. N/A. N/A. N/A N/A, 0.

## Supplemental Assignments

## Assignments

## Activities/Assignments

None

## Examinations

Your final course grade will be computed as follows:

| <u>Grade</u> | <u>Percentage</u> | <u>Points</u> |
|--------------|-------------------|---------------|
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A=

B=

C=

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R=

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X=

## Withdrawal Policy

### **Withdrawal from a Class**

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[http://www.cod.edu/registration/pdf/reg\\_calendar.pdf](http://www.cod.edu/registration/pdf/reg_calendar.pdf)) through myACCESS <https://myaccess.cod.edu> or in person at the Registration office, Student Services Center (SSC), Room 2221.

### **Administrative Withdrawal**

After the deadline, students will be required to appeal for late withdrawal and provide appropriate documentation to the Student Registration Services Office for all requests. Students who are granted approval to withdraw by petition will not be eligible for refunds of tuition or fees and will receive a 'W' grade on their transcript. Appeals must be submitted prior to the designated final exam period for 16-week classes and before the last class meeting for all other session classes.

Date Syllabus Prepared: \_\_\_\_\_

# College of DuPage

## Course Syllabus

<http://www.cod.edu>

### **HUMAN 2226 Addictions Counseling II**

Term: Fall - Year: 2018

Course Date:

IAI Course Code for Majors:

IAI Course Code For General Education:

## Credit Hours

Credit Hours: 3

Lab Hours: 2

Lecture Hours: 2

Contact Hours: 4

Clinical Hours: 0

## Catalog Description

Further development of methods and skills utilized in chemical dependence treatment. Prepares students who want to enter the field of addictions counseling.

## Prerequisites and Compliance Criteria

Prerequisite: HUMAN 2225 Addictions Counseling I with a grade of "C" or better, or equivalent. or

## Prerequisites and Compliance Criteria

Consent of Instructor:

## Course Methods of Instruction

1. L Lecture 2. D Discussion/Lecture 3. X Lab/Lab Discussion 4. Other(Specify)  
online

## Objectives/Goals

Upon successful completion of this course, the student should be able to do the following:

1. Demonstrate individual counseling skills
2. Demonstrate group counseling skills
3. Develop a list of resources applicable to an addictions agency
4. Identify levels of care in addictions treatment
5. Identify substance abuse treatment providers



6. Compare and contrast evidenced-based models of treatment
  7. Conduct a mock clinical assessment
  8. Develop treatment plans
  9. Use computer-based systems to record clinical documentation
  10. Review diagnostic criteria for substance use disorders
  11. Describe the requirements for certification as an addictions counselor in Illinois
- 

## Topical Outline

This course will include but not be restricted to the following topics:

1. Counseling skills for addictions counselors
2. Diagnostic criteria for substance use disorders
3. Client placement criteria
4. Evidenced-based models of treatment
5. Treatment plans
6. Assessment tools
7. Substance abuse treatment providers
8. Computer-based documentation
9. Certification criteria

## Course Materials

## Required Texts

1. Not Specified. N/A. N/A N/A, 0.

## Supplemental Assignments

## Assignments

## Activities/Assignments

None

## Examinations

Your final course grade will be computed as follows:

| <u>Grade</u> | <u>Percentage</u> | <u>Points</u> |
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A=

B=

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F=

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I=

R=

W=

X=

## Withdrawal Policy

### **Withdrawal from a Class**

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through myACCESS <https://myaccess.cod.edu> or in person at the Registration office, Student Services Center (SSC), Room 2221.

### **Administrative Withdrawal**

After the deadline, students will be required to appeal for late withdrawal and provide appropriate documentation to the Student Registration Services Office for all requests. Students who are granted approval to withdraw by petition will not be eligible for refunds of tuition or fees and will receive a 'W' grade on their transcript. Appeals must be submitted prior to the designated final exam period for 16-week classes and before the last class meeting for all other session classes.

Date Syllabus Prepared: \_\_\_\_\_

# College of DuPage

## Course Syllabus

<http://www.cod.edu>

### **HUMAN 2280 Addictions Counseling III**

Term: Fall - Year: 2018

Course Date:

IAI Course Code for Majors:

IAI Course Code For General Education:

## Credit Hours

Credit Hours: 3

Lab Hours: 2

Lecture Hours: 2

Contact Hours: 4

Clinical Hours: 0

## Catalog Description

An advanced skills course for undergraduate students pursuing certification in addictions counseling. Prepares students to begin a practicum at an addictions treatment agency.

## Prerequisites and Compliance Criteria

Prerequisite: HUMAN 2226 Addictions Counseling II with a grade of "C" or better, or equivalent. or

## Prerequisites and Compliance Criteria

Consent of Instructor:

## Course Methods of Instruction

1. L Lecture 2. D Discussion/Lecture 3. X Lab/Lab Discussion

## Objectives/Goals

Upon successful completion of this course, the student should be able to do the following:

1. Design a psychoeducational presentation for use in a treatment setting
2. Develop treatment plans for mock clients
3. Describe evidenced-based models of counseling
4. Identify the needs of special populations in addiction treatment
5. Describe adolescent substance abuse issues

6. Detail the steps in the counseling process
  7. Explain client rights in treatment
  8. Identify community support services for clients and family members
  9. Demonstrate clinical skills in addictions treatment
  10. Describe best practices for treating clients with co-occurring disorders
- 

## Topical Outline

This course will include but not be restricted to the following topics:

1. Psychoeducational sessions
2. Treatment planning
3. Counseling models
4. Needs of special populations
5. Client rights
6. Co-occurring disorders
7. Support systems and support groups
8. Effective therapeutic interventions
9. Code of ethics

## Course Materials

### Required Texts

1. Not Specified. N/A. N/A N/A, 0.

### Supplemental Assignments

### Assignments

### Activities/Assignments

None

### Examinations

Your final course grade will be computed as follows:

| <u>Grade</u> | <u>Percentage</u> | <u>Points</u> |
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B=  
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## Withdrawal Policy

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Date Syllabus Prepared: \_\_\_\_\_

## EMPLOYMENT HISTORY

*Associate Professor, Program Coordinator: College of DuPage* (08/2010 – Present)

- Coordinator of Human Services
- Nominated for Outstanding Full-Time Faculty Award, 2014 & 2015
- Earned Center of Excellence designation in 2012
- Advisor of the Year finalist, 2011 & 2014
- Taught courses focusing on addictions counseling, mental health, and ethics

*Case Manager: Will County Drug Court* (11/2007 – 08/2010)

- Supported and monitored caseload of 35 drug court clients
- Oversaw clinical aspects of the program, such as staffing and treatment planning
- Worked with judge, attorneys, probation, and program coordinator to link clients with needed community services

*Clinical Coordinator, Counselor: Woodridge Interventions* (08/2002 – 11/2007)

- Coordinated a thirty-six bed adult residential program
- Supervised ten employees
- Organized and participated in successful Joint Commission facility survey
- Ensured quality ethical treatment of each client following Illinois 2060 law
- Developed treatment plans, facilitated groups, provided case management

*Mental Health Counselor: Illinois Masonic Hospital, Chicago* (04/2001 – 08/2002)

- Provided direct care for adolescents and adults in an inpatient acute psychiatric setting
- Facilitated structured groups, wrote progress notes, collaborated with peers

## PROFESSIONAL QUALIFICATIONS

- Licensed Professional Counselor (IL License No. 178.012577)
- Certified Advanced AOD Counselor (CAADC #22365)
- NAADAC-Certified Master Addictions Counselor (MAC)
- Substance Abuse Professional (SAP)

## EDUCATION

- Master of Arts (MA) in Counseling, Governors State University, 2016
- Master of Health Science (MHS), Governors State University, 2005
- Bachelor of Arts (BA), University of Illinois at Chicago, 2000

## PUBLICATIONS AND PRESENTATIONS

- Florin, J. (2014). Addiction, heartbreak, and the healing power of relationships. *Illinois Counseling Association Contact* 76, 14-15.
- Florin, J. (2013). An overlooked skill for counselors: Writing. *Addiction Professional* 11(3). 60-61.
- Trends in Substance Abuse, April 2014, Evangelical Child and Family Agency
- Strategies for Self-Care, May 2011, DuPage Co. Health Dept.
- Thinking Report Tool, June 2005, SHARE Program