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**GRADUATE CERTIFICATE PROGRAM CHECKLIST**

*Failure to complete any of the steps listed below can delay or cancel your receipt of your graduate certificate.*

 1. Read and sign the code of ethics and return to C. Dennis Simpson (sign the appropriate code based on chosen track: prevention or clinical)

 2. Register and successfully complete the **15 credit hours** of required coursework, and **3 credit hours** of elective coursework, and **3 credit hours** of field practicum.

 **Complete the following 5 courses:**

 \_\_\_ **\*** Causes of Substance Abuse: ADA 6060 or CECP 6340 or SWRK 6530 (3 credits)

\_\_\_ **\*** Recovery Oriented Systems of Care: ADA 6340 or CECP 6360 or SWRK 6550 (3 credits)

\***Note**: Counselor Education or Counseling Psychology students should choose the CECP course number. Social Work students should choose the SWRK number. All other students will register using the ADA course number.

**\_\_\_** Physical Aspects of Addictive Drugs: ADA 6110 (3 credits)

\_\_\_ Applied Neuropsychopharmacology of Addictive Drugs: ADA 6115 (3 credits)

 \_\_\_ Diversity and Ethical Issues in Addictions: ADA 6330 (3 credits)

 **Complete 1 of the following 3 elective courses:**

\_\_\_ Co-Occurring Disorders and Addictions: ADA 6400 (3 credits)

\_\_\_ Addiction in Family Systems: ADA 6410 (3 credits)

\_\_\_ Clinical Supervision of Addiction Services: ADA 6420 (3 credits)

 **Complete field practicum: (see #3 below)**

\_\_\_ Field Practicum: ADA 6700 (3 credits) or ADA 5700 (1 credit)

 3. After you have completed two courses and registered for a third, you need to secure advance approval of your field experience from the SPADA field practicum coordinator.

 4. Contact your program advisor (Gwen Thomas) to complete the graduate certificate program outline and enroll in ADA 6700, Field Practicum (or 1 credit of ADA 5700; e.g., CECP or SWRK students).

 5. Requirements of ADA 6700, Field Practicum:

a. submit learning contract to Thomas Blackmon/ Cathy Smith/William Epling within one week of

 start date

 b. submit mid-placement evaluation to

 Thomas Blackmon/Cathy Smith/William Epling

 c. participate in the mid-placement conference

 d. submit final field placement evaluation

 e. submit final field placement time log

 6. Apply to receive graduate certificate (application is available online at

 [www.wmich.edu/registrar/-/file/wmu-grad-certificate-application.pdf](http://www.wmich.edu/registrar/-/file/wmu-grad-certificate-application.pdf)

**Contact Information**

**For questions, visit:** [www.wmich.edu/addictionstudies](http://www.wmich.edu/addictionstudies)

**All other questions, contact:**

C. Dennis Simpson, Ed.D.

c.dennis.simpson@wmich.edu

(269)-387-3350

**To schedule an appointment with your academic program advisor, contact:**

Ms. Gwen Thomas

Academic Advising

(269)-387-2656

**For field placement, contact: SPADA Field Practicum Coordinators**

Kalamazoo/Grand Rapids/Battle Creek

Thomas Blackmon

thomas.blackmon@wmich.edu

(269) 387-7129

Traverse City Regional Location:

Cathy Smith

cathy.1.smith@wmich.edu

(269)-995-1846

Metro-Detroit/Lansing

William Epling

william.epling@wmich.edu

(248) 935-2111