

**Our class schedule is available on our web-site:  
[www.atops.org/on-line-class-schedule](http://www.atops.org/on-line-class-schedule)**

Everyone starts with the Level II Education Program – which is a 24-hour program completed by attending one 2 hour class a week over the course of 12 weeks.

Our education classes are currently meeting on Wednesday's from 4-6 PM. Or on Thursday's from 6:30-8:30 PM. We ask that you pick 1 of these days to attend to attend your class. Whichever night works better for your schedule. It's not possible to use the class days interchangeably.

2 hours a week is a state regulation. It is not possible to accelerate your hours and attend more than one class a week.

You'll complete your education classes 1st. Once those classes are completed you will transition to the Level 2 therapy (if that's a requirement for your case). If you are covered under Medicaid, please let us know as they will cover your Level 2 therapy classes.

We have an open rolling enrollment so the classes can be started any week.

The first step of our enrollment process, is to visit our web-site to complete your Admissions Application. The application is only available on our web-site on the "admissions forms" and select "Level 2 Education" tab. Your application can all be completed without printing and e-mail to us (in PDF format only)

We will automatically notify your Attorney/Probation Officer of your enrollment in the Level 2 classes after you attend your 1<sup>st</sup> class. In order for us to notify your Attorney/Probation Officer, please make sure you complete the appropriate section on page 1 & list your Attorney/Probation Office's 1<sup>st</sup> and last name on page 2 of our Admissions Application.

After we receive your paperwork, it will need to be reviewed. After it has been reviewed, we will send you a confirmation email back and we can proceed with scheduling your 1<sup>st</sup> class.

On the morning of your 1st class, you will be sent a Square payment link via email. In order to attend class, please make sure your payment is submitted prior to the start of class.

After your payment is received, you will be sent a 2<sup>nd</sup> email with your class link. We are using the HIPPA compliant Zoom platform for our classes. Check in will begin 30 minutes prior to class so please plan on checking in early that day. You will need microphone access, video access, & a quiet place in which you can be alone to attend your class. Sharing of the class link is prohibited and will result in immediate discharge from our program.

Our Level 2 Education classes are \$30 a class. There are also a few one-time fees that are associated with the class. You'll need to purchase the state required workbook, which is \$30. Our intake fee is \$60. We will mail your workbook to your home address - to do so we charge \$10 for shipping, supplies & transport of the workbooks. The total amount due at your 1<sup>st</sup> class is \$130.

We hope this helps. Please let us know if you have any questions.