



# ADDICTION TREATMENT OUTPATIENT SERVICES

## **ATOPS Online Class Information**

### **About the Level 2 classes:**

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. 2 hours a week is a state regulation. So it's not possible to accelerate your hours and attend multiple classes in 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.

Our education class meets on Thursday's from 6:30-8:30 PM.

### **Our enrollment process:**

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

After we receive your paperwork, it will need to be reviewed. After it has been reviewed, we will send you a confirmation email. If your paperwork does not require any revisions, we can proceed to the next step of our enrollment process - which is to schedule your 1<sup>st</sup> class.

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

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

### **Attending your 1<sup>st</sup> class:**

On the morning of your 1st class, you will be sent a Square payment link via email. Please make sure your payment is submitted prior to the start of class check-in order to attend (6:00 PM).

Check in will begin 30 minutes prior to class (6:00 PM). Please check-in early your 1st day to work out any kinks you may have with Zoom.

You need to be ready to start class at 6:30 PM.

After your payment is processed, you will be sent a 2<sup>nd</sup> email with your Zoom class link. We are using the HIPPA compliant Zoom platform for our classes.

You will need microphone access, video access, & a quiet place in which you can attend your class alone. 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. Our intake fee is \$60. You'll need to purchase the state required workbook, which is \$30. 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.