



# 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 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 due to the State's Regulations.

### **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 in order to attend.

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.

Check in will begin 30 minutes prior to class. We recommend checking in early your 1st day to work out any kinks you may have with Zoom. 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.