

THE CCAPP ACADEMY
ALCOHOL & DRUG STUDIES PROGRAM
2400 Marconi Avenue, Ste. C, Sacramento, CA 95821
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LEARN AND EARN BEACON STUDENT STIPEND AGREEMENT

Policies and Procedures:

PURPOSE:

To provide financial assistance in the form of a \$2500 monthly stipend, to Learn and Earn BEACON program participants ("students") in the process of completing the CCAPP Academy Alcohol and Drug Studies Program and earning their addiction counseling registration and certification. In exchange, the student will agree to be a part time staff member at a chosen Learn and Earn Program Partner site for the duration of their time with the Learn and Earn BEACON program. This Stipend Program is intended to link students to Learn and Earn partner program sites – in general – not to a specific program or practice. Stipends are offered at a time when students are not ready to make a commitment and/or sign a contract with a specific program or practice. While CCAPP will do our best to make location placements amenable to student needs, students are not guaranteed any opportunity to be placed in a specific program or city during or upon completion of the L&E BEACON program.

ELIGIBILITY:

- Must be a full-time participant in the L&E BEACON student program.
- Student must remain in good standing with the program to maintain stipend eligibility (Good standing requirements are listed under the obligations and responsibility checklist).
- At the time of signing the Stipend Agreement, students must be free of any other contractual obligations requiring a service commitment upon completion of their training.
- Must be willing to be placed in the service area of an L&E Program Partner site.

INELIGIBILITY:

- Unable to register due to exceeding 5-year registration limitation
- Documented failure to consistently complete a course of study in AOD studies
- Student is ineligible to apply if he/she has an existing AOD registration or certification or is currently enrolled in an AOD education course.

OBLIGATIONS/RESPONSIBILITY:

- Receipt of a stipend requires active and on track participation in the L&E BEACON educational curriculum (as dictated by CCAPP, Mentors, and provided Calendar) and a commitment to participate in an "on-the-job" learning experience at a Learn and Earn BEACON Partner Program (L&E BEACON P&P) site.
- Students would be committed to twelve (12) months of education and at least twenty (20) hours of Agency learning per week beginning March 5, 2024* till March 8, 2025* that the stipend is awarded and not to exceed the total amount allocated.
 - Hours will increase as students enter the Practicum period of their Agency learning:
 - Practicum internship of each placed student (at least 255 hours total), approximately 40 hours a week between January 5, 2025* through March 5, 2025*.

*dates are approximate and subject to change

- Students will abide by Agency performance requirements and professional habits outlined by L&E BEACON P&P site.
- Students agree to be placed at Agency upon completion of the Learn and Earn grant period till at least 3000 hours of experience towards AOD certification is obtained.
- Students will be proactive in addressing concerns/challenges with their assigned L&E Mentor regarding challenges, with CCAPP L&E staff regarding overall issues related to the stipend contract or with their respective supervisor and CCAPP L&E staff concerning Agency learning related areas.
- Performance concerns/issues that pose a potential threat/challenge to the stipend contract will be addressed at the different levels of the L&E program process in an effort to identify any opportunities to adequately address and support the stipend recipient and will also be discussed between CCAPP L&E Staff, L&E Mentor, and L&E BEACON P&P Manager as deemed appropriate.
- Students are required to attend Agency learning as assigned unless they have received an excused absence in advance.
- Students are obligated to remain current in all Learn and Earn student activities, failure to remain current in coursework, attend Agency learning, and actively participate in mentorship may result in discontinuance of stipend.
- Student who leave the Learn and Earn BEACON program before the end of their completion due to termination or resignation will be required to make a good faith attempt to find placement at another L&E BEACON P&P. These students must attend an exit interview with CCAPP Learn and Earn staff within 15 days of resignation or termination at any L&E BEACON P&P site.
- Participants will be issued a Form 1099 as prescribed by the Internal Revenue Service. Participants acknowledge that the IRS may require payment on such amounts in the form of taxes.
- At any time, CCAPP Academy can request a letter from your L&E Program Partner site attesting to your good standing with the program.
- Participants are required to notify CCAPP Academy of any change in academic standing, address, or other key information within 15 days of such occurrence.
- Participant agrees to engage in the required Agency learning hours on site at the assigned L&E Program Partner site during the commitment period.
- Student agrees to participate in ongoing and post-graduation evaluations of the L&E Stipend program.
- Participants agree to surrender to CCAPP Academy any monies not yet forgiven immediately and in full if there is a material breach of the agreement.

STIPEND PAYMENT STRUCTURE:

- The student stipend is \$2500 a month:
 - First payment will be made upon signing and submission of all student agreements and payment information
 - Following payments are made as \$5000 every 2 months contingent on student progress as dictated by CCAPP Academy
- A pay schedule will be available to the student in the student portal (<https://ccapplearnandearn.com/>).

In signing the Learn and Earn BEACON Student Stipend Agreement, I hereby acknowledge read, understand, and accept the above listed program policies and procedures and am in agreement with these terms. I understand that this is a legally binding contract.

*dates are approximate and subject to change

Student Signature

Date:

Student Name (Print)

Date: