



**Chemical Dependency  
Training Consortium  
of the Northwest**

P.O. Box 847  
Vancouver, WA 98666  
(503) 805-0989  
1-360-557-5032 vFAX

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President  
Crestview Recovery

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Recovery Village at Ridgefield

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Member-at-Large  
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**Marion McNulty, Psy.D., LMFT**  
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Member-at-Large  
Lifeline Connections

**Adrian Hernandez, CDPT**  
Student Representative

***Emeritus***

**Megan Hill, BA, CDP, NCAC II, CADC II**  
**Helene Vandeberg, BS, CDP, CADC II**

May 5, 2018

RE: CDTC Annual Membership Fee

Starting May 2018 Chemical Dependency Training Consortium of the Northwest will be instituting an annual membership fee.

The annual membership fee was presented and voted upon at the Annual CDTC Membership Meeting in April 2018. The CDTC is implementing a membership fee in order to continue the development and value of continuing education training, as well as assisting professionals with the requirements of their continued credentials. Member agencies receive promotional recognition and exposure at monthly training events and on CDTC website and social media. Member agency staff, volunteers, and interns turn to the Consortium for educational programs, training, support, and networking related to their careers. Inclusion in this network and access to professionals, collaborative projects, and idea exchange during trainings are key benefits to agency membership.

This membership fee is going to be collected starting May of 2018. The fee is \$500 per agency. The fee will be due annually. Annual fees are non-refundable. The Chemical Dependency Training Consortium of the Northwest is a 501(c)(3) educational organization. Please see the attached Membership Agreement for additional information. Any dues not received by June 1, 2018 will result in suspension of your agency membership status.

Sincerely,

Ryan Opsahl  
CDTC President  
Crestview Recovery



## MEMBERSHIP AGREEMENT 2018

The Chemical Dependency Training Consortium of the Northwest is a collaborative of agencies that provide low-cost training for staff, interns and volunteers of member agencies and other community professionals. The Consortium strives to reach this objective by providing opportunities for education, collaboration, and networking. Membership obligates an agency to provide one training when requested but not more frequently than once per year, that meets the certification standards prescribed by the State of Washington Department of Health (DOH) and NAADAC.

A Membership Agreement to the Consortium and an Annual Fee Agreement of \$500 per year entitles each Member Agency, while in good standing, to the following:

**Great Value.** Organizations pay one low fee, and the entire staff can attend events at a reduced rate. Agencies receive promotional recognition and exposure at monthly training events and on CDTC website and social media.

**Peer expertise in Collaborative Network.** Members turn to the Consortium for educational programs, training, support, and networking related to their careers. Inclusion in this network and access to professionals, collaborative projects and idea exchange during trainings are key benefits to agency membership.

The CDTC maintains an open membership policy. Any established organization that provides direct treatment to chemically-impacted clients or families, supervises offenders, or provides services, education or other government service is encouraged to join the Consortium. Membership dues are renewed on an annual basis. Organizations wishing to join the Chemical Dependency Training Consortium of the Northwest must complete a Membership Application and pay the Annual Fee Agreement per year to remain in good standing.

### Memorandum of Association

The CDTC is pleased to cooperate with institutions, organizations and corporations as members of the CDTC. As part of this cooperation and as an agency seeking membership, we agree to the following:

We, the Agency, will demonstrate significant commitment to CDTC, for example, through the use and promotion of CDTC trainings. Such demonstration can include the development and maintenance of participation in CDTC training, significant incorporation of CDTC training events into staff training offerings, active promotion of CDTC training events, or other activity consistent with the CDTC's mission and values. We, the Agency, will ensure that collaboration occurs with the CDTC Operational Manager for scheduling our required 6-hour training event that will not occur more than once per year. We, the Agency, may select to coordinate payment with the CDTC for hiring a trainer rather than

providing a trainer.

We, the Agency, will work with other CDTC members to develop best practices to promote the development and use of CDTC trainings by permitting interested staff to participate on the CDTC Executive Board and attending the yearly Agency Membership Board Meeting as representative of our Agency. We, the Agency, will pay annual membership dues. The schedule of membership fees is subject to revision by the Consortium at the Annual Meeting and approved by active voting Members. The applicable membership fee will be due upon the acceptance of our application as a member of the CDTC.

As long as we, the Agency, adhere to the above criteria, we, the Agency, understand that the CDTC will feature our logo and profile on the CDTC website. The logo will link directly to our agency website. Additionally, the CDTC will display our promotional materials at monthly training events.

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Agency Name

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Agency Address

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Agency City, State, Zip

**As a representative of said agency, \_\_\_\_\_, I,**  
\_\_\_\_\_ **understand membership responsibility as**

**follows:**

1. Membership is dependent on fulfilling responsibility of providing one training when requested, but not more frequently than once per year, that meets the certification criteria prescribed by the National Association for Alcoholism and Drug Abuse Counselors (NAADAC), be recognized by that body for continuing education credit and accepted as continuing education for the Washington State Department of Health (DOH) and the Addiction Counselor Certification Board of Oregon (ACCBO), and is of six-hour duration. The member agency presenting the training shall bear costs associated with providing the training\*, including handout copies.
  - a. One agency with less than six staff can join with any other member organization which also has a staff of less than six, for the purpose of providing a joint training.
  - b. An agency may use their own staff or hire a trainer.
  - c. Any new member agency is required to provide their training within the first 6 months of membership.
2. Each member agency is expected to have a representative attend the Annual membership meeting held the second Friday of April.

I/We understand that if we default on our training event obligation for any reason,

- The Executive Board may suspend or terminate the membership of any Member Agency who is unable to maintain compliance with membership responsibilities.

I/We understand that Any Member Agency may withdraw upon thirty (30) days' prior written notice to the Consortium. The withdrawal shall be effective on the last day of the month in which the notice of period expires. Said agency would be ineligible to rejoin for a period of one year.

I/We understand that there is an Annual Fee Agreement of \$500 per year, due at time of membership joining and Annually thereafter. Please mail a check for the amount above made payable to the CDTC to P.O. Box 847, Vancouver, WA 98666

Signed this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

**SIGNATURE OF AGENCY CEO OR ADMINISTRATOR REQUIRED**

Signature: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Agency Representative: \_\_\_\_\_

Agency Representative Contact Information: \_\_\_\_\_

**The CDTC agrees that it will be responsible for:**

- ✓ Promoting Member Agencies on CDTC website, social media, and at monthly training events,
- ✓ Scheduling and coordinating the training facility, set-up and clean up, and arranging catering,
- ✓ Creating a training flyer, posting flyer on CDTC website and social media, and notifying community of training opportunity,
- ✓ Registering participants, confirming registration, and coordinating payment for training,
- ✓ Supplying training CEU certifications, and
- ✓ Providing support on day of training.

**Chemical Dependency Training Consortium of the Northwest**

P.O. Box 847

Vancouver, WA 98666

(503) 805-0989 / 1 (360) 577-5032 v FAX



# INVOICE

INVOICE # 290 REVISED  
DATE: MAY 7, 2018

P.O. Box 847  
Vancouver, WA 98666  
503-805-0989  
cdtc@addictionceu.org  
www.addictionceu.org

TO

CDTC Member Agency:

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JOB	PAYMENT TERMS
Annual Membership Fee	Due on receipt

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Annual Membership Fee	500.00	500.00
SUBTOTAL			500.00
SALES TAX			n/a
TOTAL			500.00

The CDTC is a 501(c)(3) Educational Organization.

Make all checks payable to CDTC  
**THANK YOU FOR YOUR BUSINESS!**