

*Master Certificate Programs Catalog*

Use this form to place your order. Make the check payable to CCMS, Inc. and mail it to the address noted below. Other methods of placing/paying for your order are noted below:

Item #	Course/Program Name	Fee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Sub Total	_____
	Total Price	_____

Please Write Legibly

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Please Send My Course as an (Please Circle):      Email Attachment      Fax      Snail Mail

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

We accept credit/debit card payments but we don't process them. You will need to go to our website (<http://www.ccmsinc.net>) to make your card payment. We accept payments by check, cashier's check, money order and purchase orders. Finally, you can pay by money transfer via PayPal.

Mail to: CCMS, Inc.  
P. O. Box 128  
Alexander, IA 50420

Phone: 641.580.0423  
Fax: 509.461.5656  
Email: [info@ccmsinc.net](mailto:info@ccmsinc.net)  
Website: <http://www.ccmsinc.net>

## **PROGRAM CATALOG:**

Welcome to the **CCMS Master Certificate Programs Catalog**. Included here summaries of all **32** programs we offer for continuing education purposes. You will find the catalog number, the program title and a brief description of each. In order to get a list of the individual courses which make up the program you are interested in and the textbooks needed to complete it either go to the Master Programs page at our website where you can access that information or email me at [tscheer@ccmsinc.net](mailto:tscheer@ccmsinc.net) and request that I send you the info as an email attachment. All courses are home-study, self-paced and all tests are made up of multiple choice and true/false questions.

Visit our website at <http://www.ccminc.net> for more information about our **Master Courses**, how it works and to find access links where you can find books for courses. (see other programs we offer in the last pages of this catalog)

Pricing for programs vary depending on the number and mix of regularly priced and bargain priced individual courses ranging from \$170 to \$340. A 15% discount has been factored in to all prices which can be found at the end of the program descriptions.

## **SAVE MONEY:**

Certificate Program prices already have a discount factored into the price.

By order a Certificate Program:

**First:** you can order the number of courses to help you meet your continuing education needs for recertifying cycles; and/or

**Second:** you and coworkers and/or your agency can get together and order as a group (saving more money by sharing book); and/or

**Finally:** if you don't want to keep the books you can always sell them via Amazon or Half.com.

If you want any clarification on the prices please contact me at 641.580.0423 or email me at [info@ccmsinc.net](mailto:info@ccmsinc.net).

We will then email you the individual courses to you. For further information you may want to check out the **FAQ & More** page at our website (<http://www.ccmsinc.net>).

You can find the purchase the books for the program you ordered by going to this link:

<http://astore.amazon.com/mastery-programs-20> then matching the CP# of the program you ordered with the number located in the "Browse by Category" column.

## ***PROGRAM LIST:***

**CP-01 Dual Diagnosis:** This program consists of seven (7) units which cover issues related to dual diagnosis, client assessment, motivational interviewing, selecting effective therapeutic strategies, identifying when physical health issues may be manifested as a mental diagnosis and counseling clients who have controversial diagnosis. Texts include those written by: Dennis Daly, Jeffrey Kottler, James Morrison, Linda Seligman and William Miller. \$295

**CP-02 Counseling Families I:** This program consists of six (6) units which cover topics such as family therapy, family intervention, family counseling and addiction treatment and dealing with resistance in therapy. Texts include those written by: Jeffrey Kottler, William K. Miller, Jerome D. Levine, Carol M. Anderson and John M. Gottman. \$230

**CP-03 Counseling Families II:** This program consists of six (6) units which cover topics include: counseling adolescents, counseling children, treatment of the compulsive gambler and their family, promoting healthy family, family counseling and addiction treatment and counseling across the life span. Texts include those written authors: Matthew Selekman, Joseph W. Ciarrocchi, Eric E. McCollum and others. \$230

**CP-04 Counseling Special Populations I:** This program consists of five (5) units which concentrate on the special needs and considerations of various populations such as clients from different cultures, men, women, disabled clients, African-American clients and older clients. Texts include those written by: Kathryn Marie Graham, Peter Bell, Robert L. Meth, Cynthia L. Radnitz and others. \$210

**CP-05 Counseling Special Populations II:** This program consists of five (5) units which continues the exploration of the special needs and considerations when counseling clients from various backgrounds. Topics include: counseling adolescents, counseling children, sexual issues in counseling, group counseling techniques with special populations and ethnocultural factors in addiction counseling. Texts include those written by: Matthew Selekman, John R. Wright, Charles Neal and Shulamith Lala Ashenberg Strausner. \$190

**CP-06 Counseling Clients with Special Issues I:** This program consists of six (6) units which concentrate on counseling clients with specific issues including: PTSD, victims of violence, compulsive gambling, the troubled employee, grief and loss and HIV/AIDS. Texts include those written by: Michael J. Scott, Sandra L Brown, Arthur Herscovitch, J. William Worden, Marcia Quackenbush, James Fearing and others. \$210

**CP-07 Counseling Clients with Special Issues II:** This program consists of six (6) units which concentrate on counseling clients with specific issues including: crisis, controversial diagnosis, anger management, families dealing with a compulsive gambler, suicide and group counseling techniques with clients with special issues. Texts include those written by: Donna C. Aguilera, David Capuzzi, Renee R. Taylor, Howard Kassinove, Joseph W. Ciarrocchi and John R. Wright. \$255

**CP-08 Cognitive Therapy I:** This program consists of six (6) units which explore cognitive therapy and the application of cognitive/behavioral therapy to depression, bipolar disorder, borderline personality disorder, trauma and addiction. Texts include those written by: Judith Beck, Marsha M. Lineham, Aaron T. Beck Maxie Maultby and others. \$170

**CP-09 Cognitive Therapy II:** This program consists of six (6) units examining the application of cognitive therapy and RET to issues such as client crisis, personality disorders, addiction, clients with disabilities, adolescents and dealing with resistance. Texts include those written by: Albert Ellis, Ann Vernon Windy Dryden, Aaron T. Beck, Albert R. Roberts and others. \$210

**CP-10 Cognitive Therapy III:** This program consists of six (6) units which examines the application of cognitive/behavioral therapy to special populations and special problems, to the treatment of children & adolescents, life coaching, compulsive gambling and smoking cessation. Texts include those written by: John R. Wright, Michael Neenan, Windy Dryden, Kenneth A. Perkins and others. \$190

**CP-11 Brief Therapy I:** This program consists of six (6) units examining the theory and practice of brief therapy including rapid behavior change, solution-focused therapy and many other topics. Texts include those written by: Brian Cade, William Hudson O'Hanlon, Scott D. Miller, Simon H. Budman, William R. Miller and others. \$170

**CP-12 Brief Therapy II:** This program consists of five (5) units examining the theory and practice of brief therapy as it applies to addiction, counseling children and adolescents, and addiction/alcoholism. Texts include those written by: Albert R. Roberts, Terence T. Gorski, Matthew Selekman, Insoo Kim Berg & Scott D. Miller. \$170

**CP-13 Relapse Prevention I:** This program consists of four (4) units exploring the role and the treatment of relapse including denial and other barriers to recovery, motivational interviewing, cultural and biological aspects of addiction and others. Texts include those written by: Terence T. Gorski, Craig Nakken, Abraham J. Twerski, William K. Miller, Stephen Rollnick, Robert L. Dupont, William L. White and Maxie Maultby. \$170

**CP-14 Relapse Prevention II:** This program consists of four (4) units exploring early recovery from addiction, addiction across the life span, empowerment in recovery and other related topics. Texts include those written by: Guy Kettelhack, John S. Baer, G. Alan Marlatt, Judith R. Gordon, Katie A. Witkiewitz, Edith Freeman & Lorraine Gutierrez. \$170

**CP-15 Crisis Intervention:** This program consists of seven (7) units examining crisis counseling and brief therapy as they apply to clients who have been victims of violence, grief and loss, HIV/AIDS, suicide and victims of disasters. Texts include those written by: Linda S. Austin, Albert R. Roberts, David Capuzzi, Donna C. Aguilera, Marcia Quackenbush, J. William Worden and Sandra L Brown. \$290

**CP-16 Clinical Supervision:** This program consists of nine (9) units continuing the exploration of clinical supervision and management in providing counseling, therapeutic and other helping services. Topics in this unit include: clinical supervision, treatment planning, performance coaching, consultation, employee assistance and stress management. Texts include those written by: Jane Campbell, Robert Hargrove, Peter Block, John Herdman and others. \$315

**CP-17 Essentials of Counseling I:** This program consists of seven (7) units examining key elements involved in the counseling/therapeutic profession. Topics include: psychopharmacology, brief therapy, client resistance, diagnosis and assessment, selecting effective therapeutic strategies, stress management and cognitive therapy. Texts include those written by: John Preston Brian Cade Kenneth S. Pope Jeffrey Kottler James Morrison Linda Seligman Judith S. Beck and others. \$295

**CP-18 Essentials of Counseling II:** This program consists of seven (7) units continuing the exploration of key elements involved in providing competent counseling/therapeutic services. Topics include: family therapy, motivational interviewing, counseling adolescents, assess when physical illness mimics mental disorders, crisis counseling, counseling suicidal clients and assessing the criminal personality. Texts include those written by: JoEllen Patterson, Ann Vernon, William K. Miller, James Morrison, Donna C. Aguilera, Jeffrey A. Kottler, David Capuzzi, Stanton Samenow and others. \$275

**CP-19 Essentials of Counseling III:** This program consists of seven (7) units continuing the exploration of key elements involved in providing competent counseling/therapeutic services. Topics include: harm reduction therapy, chemical dependency counseling, solution-focused therapy, narrative therapy, resistant clients, EMDR, life coaching and group therapy. Texts include those written by: Scott D. Miller, Robert C. Berg, Robert R. Perkinson, G. Alan Marlatt, Pat Williams, Carol M. Anderson and others. \$275

**CP-20 Advanced Counseling Skills I:** This program consists of six (6) units which continues and expands the exploration of key elements involved in providing competent counseling/therapeutic services. Topics include: eclectic therapy, systems theory, diagnosis and treatment planning, the promotion of mental health and others. Texts include those written by: Maja O'Brien Raphael J. Becvar William M. Pinsof Christiane Brems R. Rocco Cottone Linda Seligman and others. \$170

**CP-21 Advanced Counseling Skills II:** This program consists of six (6) units which continues and expands the exploration of key elements involved in providing competent counseling/therapeutic services. Topics include: facilitating client change, consultation, the resilience factor, marriage counseling, treatment planning and stress management. Texts include those written by: Linda Seligman, Windy Dryden, Peter Block, Karen Reivich, John M. Gottman, Mark E. Maruish & Thomas Skovholt. \$210

**CP-22 Counseling Criminal Clients:** This program consists of seven (7) units which explores assessment and counseling of clients who have engaged in criminal activities. Topics include: the criminal personality, addictive behaviors and criminality and treating criminal client in community settings. Texts include those written by: Stanton Samenow, David W. Springer and Barbara Sims. \$295

**CP-23 Essentials of Addiction Counseling I:** This program consists of seven (7) units which explore the key and essential knowledge needed to provide competent counseling services for the addicted client. Topics include: dual diagnosis, diagnosis and assessment, dealing with resistant clients, barriers to recovery, criminal personality and addiction, spirituality and recovery and others. Texts include those written by: Dennis C. Daley Jeffrey Kottler James Morrison Glen D. Walters Craig Nakken Abraham J. Twerski Cynthia Kuhn David W. Springer Oliver Morgan and others. \$295

**CP-24 Essentials of Addiction Counseling II:** This program consists of seven (7) units which explore the key and essential knowledge needed to provide competent counseling services for the addicted client. Topics include: holistic recovery, cognitive therapy for addiction, treating older clients, treatment of the African-American client, relapse prevention, treatment of compulsive gambling and the troubled employee. Texts include those written by: Arthur P. Ciaramicoli, Aaron T. Beck, Terry Gorski, Brenda L. Underhill, Kathryn Marie Graham, Peter Bell, Arthur Herscovitch, James Fearing and others. \$275

**CP-25 Essentials of Addiction Counseling III:** This program consists of seven (7) units which explore the key and essential knowledge needed to provide competent counseling services for the addicted client. Topics include: family intervention, motivational interviewing, placement criteria, alcoholism, early recovery, HIV/AIDS and others. Texts include those written by: Alexandra Robbin David Mee-Lee, William K. Miller Robert L. Dupont William L. White Jean Kinney Guy Kettelhack Marcia Quackenbush and others. \$255

**CP-26 Essentials of Addiction Counseling IV:** This program consists of seven (7) units which explore the key and essential knowledge needed to provide competent counseling services for the addicted client. Topics include: narrative therapy, substance abuse and family therapy, substance abuse prevention, harm reduction therapy and others. Texts include those written by: Maxie Maultby Jerome D. Levine Kathleen Carroll Jeffrey A. Kottler Jeannette Valentine Patt Denning Jonathan Diamond Windy Dryden & Linda Seligman. \$255

**CP-27 Advanced Skills in Addiction Counseling I:** This program consists of seven (7) units which explore the knowledge and skills needed to provide competent counseling services for the addicted client. Topics include: ethics, relapse prevention, RET in the treatment of addiction, addictive behaviors across the life span and more. Texts include those written by: John S. Baer, Robert R. Perkinson, Robert K. White, Cynthia M. A. Geppert, G. Alan Marlatt, Albert Ellis and others. \$255

**CP-28 Advanced Skills in Addiction Counseling II:** This program consists of eight (8) units which explore the knowledge and skills needed to provide competent counseling services for the addicted client. Topics include: resistant clients, brief group therapy, systems therapy and addiction, solution-focused therapy and addiction, empowerment in addiction counseling and recovery and more. Texts include those written by: Carol M. Anderson, Dennis C. Daley, Terence T. Gorski, Insoo Kim Berg, Peter Block and others. \$295

**CP-29 Advanced Skills in Addiction Counseling III:** This program consists of seven (7) units which explore the knowledge and skills needed to provide competent counseling services for the addicted client. Topics include: criminal personality & addiction, diagnosis and treatment planning, treating the compulsive gambler & their family, the stages of change, ethics and more. Texts include those written by: Stanton Samenow, Linda Seligman, Joseph W. Ciarrocchi, Gerard Connors, Michael J. Taleff and others. \$255

**CP-30 Advanced Skills in Addiction Counseling IV:** This program consists of eight (8) units which explore the knowledge and skills needed to provide competent counseling services for the addicted client. Topics include: group therapy, treatment planning, ethnocultural factors in addiction treatment, cognitive-behavioral treatment of compulsive gambling, cognitive-behavioral treatment of nicotine addiction, twelve core functions of the substance abuse counselor and more. Texts include those written by: David W. Brook Mark E. Maruish Thomas Skovholt John Herdman Kenneth A. Perkins and others. \$295

**CP-31 Coaching to Facilitating Change:** This program consists of seven (7) units which explore the various aspects of the coaching profession and the provision of coaching services. Topics include: life coaching, coaching in the workplace, mentoring, consulting and more. Texts include those written by: Douglas K. Silsbee, Patrick Williams, Robert Hargrove, Michael Neenan, Windy Dryden, Lloyd J. Thomas, Peter Block, David Meggerson and Dave Clutterbuck. \$255

**CP-32 Counseling the Compulsive Gambler:** This program consists of six (6) units which explore interviewing technique, strategies and knowledge specific to the treatment of the compulsive gambler. Topics include dealing with resistant clients, motivational interviewing, differential diagnosis and compulsive gambling. Texts include those written by James Morrison, Joseph W. Ciarrocchi, Arthur Herscovitch, Robert L. Leahy, William K. Miller, Stephen Rollnick and others. \$230

**CP-33 Coaching & Positive Psychology:** This program consists of six (6) units which explore the broad range of topics, concepts, aspects of positive psychology. The factors that make up and contribute to mental health and strategies the counselor/therapist can use to assess a client in order to better promote mental health are also addressed. Texts include those written/edited by P. Alex Linley & Stephen Joseph Shane L. Lopez & C. R. Snyder. \$255

**CP-34 Psychology of Human Strength:** This program consists of six (6) units which explore the characteristics which constitute mental health including resilience, happiness, optimism and others as well as how to promote these factors in our clients. Texts include those written/edited by Lisa G. Aspinwall, Ursula M. Staudinger, Karen Reivich, Andrew Shatte & Martin E. Seligman. \$190

**CP-35 Stress Management & Wellness:** This program consists of six (6) units which explore issues associated with stress in the workplace and in life in general. The causes, course, management, monitoring and reduction of stress is explored in a way that helps the professional in high stress occupations and, for the helping professional, to give them the information and tools to help their clients. Texts include those written/edited by Vinay Joshi, Thomas Skovholt, Michelle Trotter-Mathison & Brian Luke Seaward. \$230

**CP-36 Crisis Intervention II:** This program consists of five (5) units which examine issues experienced by those in crisis, undergoing trauma and PTSD. Assessment, causation, prognosis, strategies and techniques are some issues addressed helping the helping professional to better deal with their own life crisis as well as those of their clients. Texts include those written/edited by Michael J. Scott, Stephen G. Stradling, Victoria M. Follette, Josef I. Ruzek, Francis R. Abueg, Albert R. Roberts and Kristi Kanel. \$170

**CP-37 Addiction Counseling:** This program consists of eight (8) units examining the cognitive behavioral approach to addiction and to managing client resistance. Additionally, the application of motivational interview and the stage of change model as they apply to the treatment of addiction counselor while moving towards better outcomes through a greater understanding of the psychology of addiction and being supplied with the tools to help are all topics covered in this program. Texts include those written/edited by Aaron T. Beck, Gerard Connors, William K. Miller, Stephen Rollnick, Robert Coombs & John Jung. \$340