



The Institute of Chemical Dependency Studies (ICDS) offers online and classroom courses for individuals seeking licensure or certification as a Drug & Alcohol Counselor. We have recently become affiliated with the Department of Defense Military Spouse Career Advancement Account Program and military spouses are now eligible to receive 100% funding for our training programs. For more information about the ICDS program visit www.cdstudies.com.

How to Receive 100% Funding for ICDS Training

The first step is to call Military OneSource at **1-800-342-9647** and ask for a counselor with the Military Spouse Career Advancement Account Program.

It may take up to 24 hours before you become “verified” in the DOD DEERS system. Once that happens you should be able to officially apply to their program and to ICDS. When filling out the education plan papers, the price for the course includes the cost of the books and materials.

Copy and Paste this direct link to the registration page for spouses to get in the system:

<https://aiportal.acc.af.mil/mycaa/User/Spouse/Home.aspx>

You will create an account, then you will receive an email to verify the account. Log into your new account and fill out the profile, education, & employment histories. Create a career and training plan that indicates that you want to train as a substance abuse counselor (LCDC) and then search for Institute of Chemical Dependency Studies and click on it as your school. Approximately 24 hours later, DOD DEERS verifies that you are eligible- but there will be no email to confirm this, instead you will have to manually check in your account for a notice.

Once DOD DEERS eligibility is confirmed, then call: **1-800-342-9647**

At that number one of the “MY CAA CONSULTANTS” walks you through the rest of what needs to be done, like applying to the school, etc. If you have all of your information ready, it can be a relatively quick process.

Check Sheet

- ✓ Read program Fact Sheet and agree to Statement of Understanding.
- ✓ Be careful when signing any school documents (on paper or online) involving money. MyCAA pays up to \$6,000. Costs above \$6,000 are your responsibility.
- ✓ Enter your previous education.
- ✓ Enter your career history.
- ✓ Create your career and training plan.
- ✓ Contact a counselor for approval of your career and training plan.
- ✓ Apply for Financial Assistance.
- ✓ Complete your career and training plan and training. Get your dream job and tell us all about it!!

To speak with an ICDS representative about our program call **1-866-523-2669**.