

# Advocate Program

## Advocate DUI Program - licensed in Miami-Dade County & Monroe County, Florida

A DHSMV licensed, private, not-for-profit agency

**Miami-Dade Telephone: 305-704-0200, ext.173 or ext. 0**

Main Office: 1901 SW 1<sup>st</sup> Street, 3<sup>rd</sup> Floor, Miami, FL. 33135

**Monroe County Telephone: 305-289-5605**

Monroe office: 11400 Overseas Hwy., Suite 210, Marathon, FL. 33050

[www.advocateprogram.com](http://www.advocateprogram.com) for a complete listing & services

### Mail-In & Email Enrollment Instructions

Thank you for choosing to enroll in the Advocate DUI Program. In order to process your enrollment, you need to complete the following forms and mail these with a Check or Money Order for **\$270.**(1<sup>st</sup> offense) or **\$410.** (2<sup>nd</sup> offense or more) if you wish to pay in full to our main office. You can also get started with an initial \$50 payment for Level I and \$92 for Level II. If you wish to pay by credit card, fill out and return the credit card authorization form with your paper work to "Advocate DUI Program". \* If you choose to scan and email, then you must call in a credit card payment.

### Return the following completed forms:

1. One signed copy of the *Program Rules and Regulations*
2. The completed *Client Information* form
3. Your Credit Card payment

### How to get your Appointment and Class schedule:

If you have not heard from the DUI Program within 7 days of returning your paperwork, please contact the office to schedule your evaluation appointment and classes. The office is open Monday – Friday 9:00 AM to 5:00 PM.

### **What You Need to Obtain Before the Evaluation Appointment:**

1. A valid form of identification, preferably with a picture.
2. A copy of your Ticket that is readable.
3. A copy of your Court Order, if your case has been resolved in Court. (If you have not been to Court you will not need this).
4. A copy of your Arrest Affidavit or Police Report. This is the information that the arresting officer completed about your case. If you have an attorney they may already have this information, otherwise you may have to contact the arresting agency or the Clerks Office to obtain copies.

If you are having problems getting these documents, call our office for assistance.

### **Your Evaluation Appointment:**

This appointment will be set for two hours during regular office hours. You must be on time or rescheduling fees may be charged and you will not be able to complete the evaluation at that time. You will be meeting face-to face with a State certified Evaluator after you complete your registration paperwork.

### **Your Class Schedule:**

Depending on your case, you will be enrolled in either Level One (12 hours) or Level Two (21 hours) class. Level Two is for anyone who has a prior conviction for DUI or who has ever attended a DUI class before. If you enroll in Level One and need Level Two, you will be responsible for the cost difference. Be honest about your past history when you enroll to avoid wasting your time and possibly money. If you are not sure which Level you should be in, call our office. You will confirm your seat in class when you complete enrollment.

- **Remember-** If you are emailing paperwork you must call in your credit card information to insure you are registered.

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**Credit Card Payment ONLY: Return this section with enrollment papers if you are mailing paperwork**

Name on Card: \_\_\_\_\_ Amount Charged: \_\_\_\_\_

Type of Card: \_\_\_\_\_ Card Number: \_\_\_\_\_  
Visa, MasterCard, Amex, Discover

Expiration Date: \_\_\_\_\_ Billing address: \_\_\_\_\_

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Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# the Advocate Program

## Enrollment Form

Pursuant to sections 322.261, 316.193, 322.2615, Florida statutes, if a person refuses an officers request to submit to any breath, urine or blood test and/or has a blood alcohol level (BAL) .08% or above, the officer shall take away the persons driver license. To qualify for a driving permit, you must enroll in a DUI Program before a driving permit may be issued.

To enroll in Advocate Program DUI school, you must have the following documents:

- The Florida Uniform Traffic Citation (Traffic Ticket)
- Police / Arrest Report
- Court Order (if convicted)
- ID (Photo ID preferred)
- Driver History Record

## Program Fees

If through a record check, it is determined that you had a prior DUI or prior attendance in DUI school, you will be assigned to a Level II Class and assessed the required fee for that advance level. Money collected for fees shall not be refunded.

The following fees are payable in cash, check, money order or credit card:

### Transfer

\_\_\_\_\_ DUI 1<sup>st</sup> offender and no prior DUI or prior attendance in a DUI Program

\_\_\_\_\_ DUI 2<sup>nd</sup> or subsequent conviction or previous attendance in a DUI Program

Transfer To Location: \_\_\_\_\_

Are you a transfer client from another state or county? \_\_\_\_\_ Yes \_\_\_\_\_ No

Specify, State \_\_\_\_\_ County \_\_\_\_\_

In order to expedite your enrollment in the Advocate Program DUI School, please complete the following:

Driver License Number	Case Number	Date of Birth	
Last Name	First Name	M.I.	Telephone Number
Address	City	State	Zip Code
SS#	Language	Breath Test Score	
County of Residence	County of Employment	Ethnic Background	Sex
In Case of Emergency Notify Name		Telephone Number	

# the Advocate Program

## RULES AND REGULATIONS

FILE#: \_\_\_\_\_

NAME: \_\_\_\_\_ CASE#: \_\_\_\_\_  
(Please Print)

The Advocate DUI School is licensed by the State of Florida Department of Highway Safety and Motor Vehicles. We employ only instructors, evaluators, clinical supervisors and special supervision evaluators that are certified by the Department.

### GENERAL INFORMATION

Anyone entering the DUI program, (voluntary, Court ordered or as a requirement for DHSMV) is required to complete the educational requirements and obtain an evaluation within 90 days of enrollment. If you are enrolled in the DUI program and the DUI offense is subsequently nolle prossed, dropped, or otherwise dismissed, but the Administrative Suspension remains valid, you must still complete the DUI Program within 90 days of enrollment. Failure to do so will result in a notice of cancellation to DHSMV, and repayment of the full fee upon re-enrollment.

If you are enrolled in the DUI Program and subsequently found not guilty at trial of the DUI offense and the Administrative Suspension is invalidated, completion of DUI school will not be required, but the DUI Program must still report your enrollment and/or failure to complete to the DHSMV.

1. All fees must be paid prior to receiving completion certificate.
2. You must provide accurate and complete information about your background; otherwise, other program requirements will be added.
3. You must be alcohol and drug free for all appointments, including registration and class. A breath test may be administered. If you refuse you will be dismissed from program.
4. Failure to reschedule any missed class/evaluation within ten (10) working days will result in notification to the court and/or the Florida Department of Highway Safety Motor Vehicles to cancel your license/ permit accordingly.
5. Five (5) business days notice is required to reschedule an evaluation/class session without being charged the rescheduling fee. Late clients will be considered as "no show" and assessed the additional fee to reschedule.

### FEES

1. Registration: Level I First Offender Course is \$270.00 Level II Multiple Offenders Course is \$410.00
2. a) Rescheduling Fees:  
    Level I: First \$40.00 Second \$75.00 Third \$153.00   Level II: First \$60.00 Second \$120.00 Third \$238.00  
    Evaluation/Level I /Level II First Reschedule \$75.00 Second Reschedule \$153.00
- b) Ancillary Fees: Change of Treatment Agency \$15.00: Transfer \$25.00: Evaluation Only \$75.00: Administrative Refund \$25.00: DRI \$5.00: DRI Retest \$5.00: Driving Record \$15.00: Out of State Evaluation \$150.00 Duplicate Certificate \$5.00: Insufficient Check Fee \$30.00: Treatment Verification \$10.00:
3. The use of alcohol and/or controlled substance prior to and / or during class or evaluation is not permitted. Violation of this rule will result in paying the total program fees and restarting the program.
4. Fees may be paid in cash, check, money order, or credit card.
5. You must complete the program within 90 days, after the 90 days you will be required to pay the entire registration fee and restart the program.
6. No fees are refundable.
7. Only when an excused absence is approved will you be permitted to attend class or evaluation without paying a rescheduling fee. Excused absence will be accepted on type letterhead stationery from a doctor, documented hospitalization, or death certificate of next of kin, if program is contacted within 48 hours of the missed appointment.
8. All payments are due before the last class to receive a completion certificate after the final class.

### TRANSFER POLICY

To transfer your DUI requirements to another county or state you must; complete the transfer form, release of information, provide location of transfer and pay the transfer fee. If you request transfer after you have enrolled due to a change in residence, the fee for services being transferred shall not be refunded until you complete all components and treatment requirements. The refund shall be the balance of the program fee excluding the cost of services already received, the cost of DHSMV, the state assessment fee, DRI fee, and the standardized Department approved administrative refund fee.

## **ATTENDANCE/CLASS**

1. Attendance and successful completion of all sessions are required. Classes must be completed in sequence.
2. Level I classes meet for a total of 12 hours.
3. Level II classes meet for a total of 21 hours.
4. Missing any class session requires the client to pay a rescheduling fee and repeat the missed session.
5. You must be on time to all class sessions. Failure to do so will result in a rescheduling fee.

## **EVALUATION**

1. SECTION 316.193, Florida Statutes, requires that all DUI clients have a psycho social evaluation. The purpose of this clinical evaluation is to determine if further counseling/treatments is required for those clients who have identified as having a substance abuse problem.
2. You are required to attend one evaluation session, which is one hour in duration.
3. You must be on time for this appointment, otherwise, you will be required to pay a rescheduling fee.
4. The use of alcohol and/or controlled substance prior to and/or during class or evaluation is not permitted. A breath test may be administered, if this rule is violated, you will be dismissed. This will result in paying the total program fee and restarting the program.
5. Counseling/treatment may be required as a result of the evaluation and assessment of client data. Referral information will be provided for you to an approved Treatment Agency.
6. If a psychol social evaluation is completed, but the client does not complete the program, and returns at a later date, a re-evaluation is required if it is more than 90 days from the initial evaluation.
7. Children are not permitted in class or evaluation sessions, and they are not allowed to be left in the building without adult supervision.

## **PERSONAL BEHAVIOR**

1. No smoking will be permitted in the building.
2. No food or beverages in the classroom.
3. No loud talking or shouting is allowed in the building.
4. Tape recording of class or evaluation is prohibited.
5. No weapons of any kind are permitted in the building or on the grounds.
6. Clients who damage any equipment will be required to pay all cost of repair.

## **CONFIDENTIALITY**

Certain data set forth herein is confidential and shall not be disclosed except by prior written consent of the individual enrollee/client, Court ordered authorization, or as otherwise prescribed in 42 C.F.R. Part 2 (1990), reprinted in 42 U.S.C. 290dd-3/cc-3

## **GRIEVANCE**

Any individual who wishes to file a grievance regarding services or treatment may do so in writing within 30 days of the delivery of services. Correspondence may be directed to the Director of the program.

## **COMPLETION REQUIREMENTS**

Please understand that failure to complete all phases of the program including treatment if required, will result in the issuance of a notice of failure to the DHSMV and may result in a suspension of your driver's license and/or additional penalties.

I understand and have received a copy of these rules and regulations.

CLIENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_