





## DUI and Substance Abuse Program, Pasco County

7619 Little Road #350  
New Port Richey FL 34654  
(727) 847-3411  
Fax: (727) 847-3513

7064 Ft. King Road  
Zephyrhills, FL 33541  
(813) 780-8282

### Enrollment Instructions Form

Thank you for choosing to enroll in the DUI Program of Pasco County. In order to process your enrollment, you need to complete the following forms and mail these with a Check or Money Order for \$401.00 (Level Two) or \$261.00 (Level One) which includes State mandated DUI Program fee plus the driving record fee, DRI testing fee and breath test fee to the office address where you want to have your evaluation and classes. If you would like to charge the entire fee to your credit card, please fill out and return the attached CC authorization form. Return the following, completed forms:

1. One signed copy of the *Program Rules and Regulations*
2. Signed Release of Information form for DHSMV.
3. The completed *Client Information Sheet*

### Follow-Up to Get Your Appointment and Class:

Seven days after you send the completed forms and the payment to the office, call the office where you want to have your evaluation and take your classes. If you want to enroll in Zephyrhills, the office is only open on Tuesday and Thursday from 8:30 AM to 5:00 PM. The New Port Richey office is open Monday through Friday. You must live, work or attend school in Pasco County to enroll in this Program.

### ◆◆Time Limits to Complete the Program:◆◆

Florida Law requires that you have completed the class and the evaluation within 90 days of your enrollment in the program. Your enrollment date is the business day your payment is received at the office. If you fail to complete the program within your 90-day time limit, you will lose all fees paid and have to start over again. Because of this time limit, you must contact the office within ten days after returning the paperwork and sending in your payment. Enrollments without payment or payments without required paperwork will not be processed.

### What Will You Get After You Make Your Appointment:

Once you call the office, you will get two appointments: your evaluation and your class schedule. You must complete evaluation before your class. If you miss that appointment, you will be charged reset fees and you may not be able to attend your class.

### What You Will Need to Obtain Before the Evaluation Appointment

When you call to schedule your enrollment appointment and your class, a staff member will explain this information to you. But, we recommend that you start gathering the required forms immediately in case you have problems or questions before your evaluation appointment. If you fail to bring required documents to the appointment, you will not be able to complete evaluation and additional fees may be applied. The following documents are required to enroll in any DUI Program:

1. A valid form of identification (preferably one with a picture). You cannot enroll or complete testing without this.
2. A copy of your ticket that shows your Blood Alcohol Level or proof that you refused the breath test.

3. A copy of your Court Order, if your case has been resolved in Court. (If you have not been to Court for your final hearing you will not have or need this form)
4. A copy of your Arrest Affidavit, also called a Probable Cause Affidavit. This is the information that the arresting officer or agency completed about your offense. It includes things like the officer's observations at the time, how you did on roadside tasks, an accident report (if an accident was involved), and other information that was written about the offense. If you have an attorney, they have probably already requested this document and you can get a copy from them. Otherwise, you will have to contact the arresting agency directly to get a copy of this document. Make sure that you allow time to obtain this report before you come for your evaluation appointment, especially if your offense happened out of State or a long time ago. You have to obtain the Affidavit from the most recent offense. If you are having problems getting this form, call our office for assistance before your appointment. If you show up without it, you cannot complete enrollment and may be subject to a reset fee.

**The Evaluation Appointment**

This appointment is going to be set for two hours during regular office hours. You must be on time or you will not be able to complete enrollment and reset fees may be charged. You will be completing some more paperwork and meeting face-to-face with a State certified Evaluator. You cannot complete all the enrollment paperwork by mail because there are forms we are not allowed to mail out to you. If you have problems with reading or writing, you need to bring someone to assist you. If you think that you are slower than average about completing written forms, you may want to come to the office earlier than your set appointment to have some extra time. If you have any concerns about the paperwork, tell staff when you call to set your enrollment appointment. We will help you in any way.

**Your Class Schedule**

Depending on your case, you will be enrolled in either a Level One (12-hour) or Level Two (21-hour) class. Level Two is required of anyone who has a prior conviction for DUI in any State anytime in his or her life or who has ever attended a Level One class before. If you enroll in Level One and you need Level Two, you will be responsible for the cost difference. Be honest about your past history when you enroll to make sure you do not waste your time and money by going to the wrong class. If you are not sure whether or not you need a Level One or Level Two, call either office to discuss the situation. Your class schedule will have the dates and times that you have selected from our available classes. You will confirm your seat when you call to complete enrollment. Remember that you must complete the evaluation appointment before you can attend the class. Information about attendance and rescheduling will be discussed with you when you call the office to complete enrollment.

**Credit Card Payment ONLY: Detach & Return this section with enrollment paperwork:**

Name on Card: \_\_\_\_\_ Amount to be charged: \_\_\_\_\_

VISA/MC/ Card Number: \_\_\_\_\_  
(circle one)

Expiration Date: \_\_\_\_\_ Billing Address (if different from mailing address) \_\_\_\_\_

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

**Pride Integrated Services, Inc**  
**DUI Program Rules And Regulations**

1310 N. Congress Ave  
West Palm Beach,  
FL 33409  
(561) 615-0767

223 NE 5<sup>th</sup> Ave  
Delray Beach,  
FL 33483  
(561) 278-4201

1540 NW Ave L  
Suite 105  
Belle Glade,  
FL 33430  
(561) 996-4222

7064 Ft. King Rd.  
Zephyrhills,  
FL 33541  
(813) 780-8282

7619 Little Road #350  
New Port Richey  
FL 34654  
(727) 847-3411

Name \_\_\_\_\_ Date: \_\_\_\_\_  
*Last Name First Name Middle Name*

**General Information**

All fees must be paid prior to receiving a class schedule.

Failure to provide accurate information may result in additional program requirements and additional fees. Please be honest. You must be alcohol and drug free for all appointments, including registration.

Per Administrative Rule, a DUI Program may refuse to enroll any person who is unwilling to comply with the rules and procedures of the program or who is unwilling to make a full disclosure for purposes of an evaluation.

**Evaluation Requirements**

Florida Statutes require a substance abuse evaluation of anyone enrolled in a DUI Program. This evaluation will be accomplished in part by having you complete questions concerning your drinking and/or drug use habits, questions about your personal life, and questions about your DUI history. If you have any questions about these forms, you may speak with an enrollment officer.

The DUI Program is State certified to provide DUI education programs and complete DUI evaluations. All Evaluators, SSS Evaluators and Instructors are State certified and are under direct Clinical Supervision. After completing paperwork, you will be given an appointment with a State certified Evaluator who will complete various forms that relate to your responses.

A determination will be made about the level of education you will be required to attend as well as if referral to a DCF licensed (or exempt by Statute) substance abuse treatment program will be required. There will be additional fees for this treatment as outlined in Florida Statutes.

**90 Day Completion Requirement**

Per Administrative Rule, any client who returns to the program more than ninety (90) days after the original enrollment to complete all or part of the program will have to re-enroll completely, including payment of all program fees. The following requirements must be completed within the 90 day period:

1. Enrollment paperwork.
2. An evaluation with a State certified DUI evaluator.
3. An appropriate, mandated DUI education program.

If you fail to complete any part of these requirements within the 90 day time period, you will forfeit all fees and will not receive credit for any component completed.

Per Administrative Rule, anyone entering the DUI Program (voluntarily, court ordered or as a requirement of DHSMV) is required to complete the educational requirements and obtain an evaluation within 90 days of enrollment. Failure to do so may result in a notice of cancellation to DHSMV and repayment of the full fee upon re-enrollment.

**Class Completion Requirements**

1. Attendance at all classes, on time and in sequence.
2. No alcohol or other drug use within 24 hours of class.
3. Completion of all assignments.
4. Payment of all fees.

If you receive a class schedule prior to completion of your evaluation, you will not receive a certificate of completion until you complete all components of the DUI Program.

**Transfer to Other DUI Programs**

You must attend a DUI Program in the county where you work, live or attend school. You may transfer your DUI requirements from or to this office to comply with this requirement. Failure to complete official transfer paperwork may complicate your completion of the DUI Program. The transfer fee is \$25.00.

# Pride Integrated Services, Inc

## DUI Program Rules And Regulations

### Confidentiality Requirements

The confidentiality of alcohol and drug abuse records is maintained by this office in accordance with Federal Law 42 CFR (Part 2) as well as State requirements. This program may not say to any outside person that you attend this program or disclose

1. The client consents in writing.
2. The disclosure is allowed by Court order.
3. Information regarding child abuse or neglect is obtained.
4. The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.

Information concerning any alcohol or drug client may not be used to criminally investigate or prosecute that client. Violation of confidentiality is a crime.

### Program Fees:

ALL Program fees are non-refundable. Complete Program fees, including reset fees, are posted in the enrollment area and appear below

If you come to your evaluation appointment or to any scheduled class under the influence of alcohol or other drugs, or are uncooperative or disruptive and asked to leave evaluation or class, you will be required to pay ALL FEES AGAIN, per Florida Statute. In cases of documented financial need, a fee reduction or payment plan may be available.

### Grievance Procedure

Any individual who wishes to file a grievance regarding services may do so in writing within 30 days of the date of service delivery. Correspondence should be directed to the Director of the DUI program at the address listed on this form. Client rights violations may be reported to DUI Programs Office - DHSMV@ (850) 617-2505.

### Additional Information Required prior to your evaluation:

1. A copy of your arrest ticket which indicated B.A.L.
2. A copy of your probable cause/arrest affidavit.
3. If applicable, a copy of your court order.
4. One form of ID.

#### Level One enrollment:

\$259.00 (Includes \$5.00 DRI fee and \$12.00 driving record fee)

\$261.00 (Pasco County only. Includes \$2.00 breath test)

#### Class Reassignment: Level One

\$40.00 1st reassignment within 90 days of enrollment  
\$75.00 2nd reassignment within 90 days of enrollment  
\$153.00 3rd reassignment within 90 days of enrollment  
\$259.00\*\* Any class reassignment more than 90 days after enrollment

#### Evaluation Reassignment: Level One

\$75.00 1st reassignment within 90 days of enrollment  
\$153.00 2nd reassignment within 90 days of enrollment  
\$259.00\*\* Any evaluation reassignment more than 90 days after enrollment

Evaluation not associated with DUI Program enrollment \$75.00

Transfer fee \$25.00

Administrative refund fee \$25.00

Processing referral to different treatment agency fee \$15.00

Duplicate certificate fee \$15.00

Per page copy fee \$1.00

Breath test fee (Pasco county only) \$2.00

#### Level Two enrollment:

\$399.00 (Includes \$5.00 DRI fee and \$12.00 driving record fee)

\$401.00 (Pasco County only. Includes \$2.00 breath test)

#### Class Reassignment: Level Two

\$60.00 First reassignment within 90 days of enrollment  
\$120.00 Second reassignment within 90 days of enrollment  
\$238.00 Third reassignment within 90 days of enrollment  
\$399.00\*\* Any class reassignment more than 90 days after enrollment

#### Evaluation Reassignment: Level Two

\$75.00 1st reassignment within 90 days of enrollment  
\$153.00 2nd reassignment within 90 days of enrollment  
\$399.00\*\* Any evaluation reassignment more than 90 days after enrollment

\*\* Includes \$5.00 DRI fee and \$12.00 driving record fee

I understand and have received a copy of these Rules and Regulations

Client Signature

Date