**University Request Form to Use the UTC or UPC Curricula**

The following steps are required for universities or colleges to use the UTC and/or UPC curriculum:

1. Complete the attached University/College Request Form, and submit via email to [eylesc@icuddr.org](mailto:eylesc@icuddr.org)
2. A University/College Authorization Form will then be forwarded to the contact person at the academic institution, upon review and approval of the request form.

**Conditions of Use**

The Universal Treatment Curriculum (UTC) and the Universal Prevention Curriculum (UPC) each contain trainer and participant manuals and supplementary materials. These curricula are considered in the “public domain” when implemented by universities/colleges, and can be used without charge. Universities/colleges agree to the following conditions of use:

* The UTC/UPC curricula can’t be offered for sale by the authorized academic institution or organization (except for normal tuition charges);
* The UTC/UPC curricula can’t be disseminated outside of the authorized academic institution or organization without prior consent from ICUDDR;
* Any online or written description of the UTC/UPC curricula and related materials will provide attribution and acknowledgement to Colombo Plan;
* Instructors/trainers from authorized universities/colleges that administer the UTC/UPC curricula shall be certified, as per requirements of their institution. For example, instructors at universities/colleges who administer the UTC/UPC curricula as part of an academic course sequence should be certified to teach undergraduate or graduate coursework at that institution;
* Academic institutions using the UTC/UPC curricula will agree to share information with ICUDDR regarding courses/training offered and students/participants involved in those courses or trainings, for purposes of monitoring and evaluation. Information that may be periodically requested includes the following:
* Specific UTC/UPC courses or modules that have been used in academic programs or for other training purposes;
* The number of annual course offerings/trainings that involve use of the UTC/UPC curriculum;
* Revisions or modifications made to the UTC/UPC curricula in implementing academic courses or trainings.
* The number of students that have taken courses using the UTC/UPC materials.

**Information from Requesting Institution**

**Contact Information**

Lead person at the requesting institution, position title, and credentials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution/organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution/org address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of institutional unit (e.g., college/department/program): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the institutional and programmatic setting (briefly describe the university/college and department or program sponsoring the UTC/UPC courses/training): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address for lead person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number for lead person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Intended Use of the Curricula**

**Universal Treatment Curriculum (UTC):**

Academic coursework \_\_\_\_\_\_ Continuing education \_\_\_\_\_\_ Certification \_\_\_\_\_\_\_\_\_\_\_\_

Other professional training \_\_\_\_\_ Other use (describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe how the UTC will be provided (check all that apply):

Single class \_\_\_\_\_\_ Multiple classes \_\_\_\_\_\_\_ Single training session \_\_\_\_\_ Multiple training sessions \_\_\_\_\_\_ Online class or training \_\_\_\_\_\_ Other (please describe):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Target Audience/Participants** (check all that apply)

Undergraduate students \_\_\_\_\_\_ Graduate students \_\_\_\_\_ Addiction professionals \_\_\_\_\_\_\_\_\_\_\_\_

Other (describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated number of students per year: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Indicate the UTC Curriculum to be Used** (check all that apply)**:**

UTC Basic Level \_\_\_\_\_\_ UTC Advanced Level \_\_\_\_\_\_ UTC Specialty Curricula \_\_\_\_\_\_ Unsure \_\_\_\_\_\_\_

**Intended Format of Use** (check all that apply)

Use all UTC course(s) \_\_\_\_\_ Use components of UTC courses \_\_\_\_\_ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the UTC be used in combination with other materials? Yes \_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

Please describe how the UTC/UPC curricula will be integrated with other materials or N/A:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Intended Use of Universal Treatment Curriculum (UPC):**

Academic coursework \_\_\_\_\_\_ Continuing education \_\_\_\_\_\_ Certification \_\_\_\_\_\_\_\_\_\_\_\_

Other professional training \_\_\_\_\_ Other use (describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe how the UTC will be provided (check all that apply):

Single class \_\_\_\_\_\_ Multiple classes \_\_\_\_\_\_\_ Single training session \_\_\_\_\_ Multiple training sessions \_\_\_\_\_\_ Online class or training \_\_\_\_\_\_ Other (please describe):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Target Audience/Participants** (check all that apply)

Undergraduate students \_\_\_\_\_\_ Graduate students \_\_\_\_\_ Addiction professionals \_\_\_\_\_\_\_\_\_\_\_\_

Other (describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated number of students per year: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Indicate the UPC Curriculum to be used** (check all that apply)**:**

UPC Coordinator’s Series \_\_\_\_\_ UPC Implementer’s Series \_\_\_\_\_\_\_ Both \_\_\_\_\_\_\_ Unsure \_\_\_\_\_\_\_

**Intended Format of Use** (check all that apply)

Use entire UTC or UPC course(s) \_\_\_\_\_ Use components of UTC or UPC courses \_\_\_\_\_ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the UTC/UPC curricula be used in combination with other materials? Yes \_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

Please describe how the UTC/UPC curricula will be integrated with other materials or N/A:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Purpose in Using the UTC/UPC Curricula**

Provide academic course credit \_\_\_\_\_\_\_\_\_ Certification \_\_\_\_\_\_\_\_\_\_ Licensure \_\_\_\_\_\_\_\_\_\_\_\_\_

Continuing education credits\_\_\_\_\_\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Person Requesting the UTC/UPC Curricula**[[1]](#footnote-1) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ICUDDR Membership**

**Registration Information**

Provide info below ONLY if contact information is different from that indicated above:

Name:

University:

Email address:

Indicate if you know colleagues who may be interested in joining ICUDDR (please list name, university affiliation, and email address - if available): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate how ICUDDR can assist you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Signature implies agreement to abide by the “Conditions of Use” as described in this document. Authorization to use the UTC and UPC curricula may be revoked with notice by ICUDDR or the UTC/UPC Coordinating Center. [↑](#footnote-ref-1)