Alcohol Education Program (AEP) Flow Chart

Location:	**Mailing Address:**	**Staff:**
Solicitor's Office Second Judicial Circuit Aiken County Judicial Center 109 Park Avenue, SE Basement Level, Room B101 Aiken, SC 29801	**Alcohol Education Program** **Attn: Janet Jenkins** **P. O. Drawer 3368** **Aiken, SC 29802**	Janet H. Jenkins, Director Dina Moseley, Office Manager Phone 803-642-1557, ext. 1 Fax 803-642-1566

ENROLLMENT	**PARTICIPATION**	**COMPLETION**
Attend scheduled appointment **DECENT AND APPROPRIATE ATTIRE REQUIRED AT ALL PROGRAMS/NO SAGGING PANTS or REVEALING CLOTHING*****	Attend four (4) alcohol education classes with the Aiken Center or agency designated	Upon completion a letter will be MAILED with instructions. Follow the instructions in the letter, which will include the following.
Provide AEP with your -Enrollment fee ($250 M.O.) -Picture I.D. -Social Security Card -Ticket (s)/warrant(s)	Pay education class fee ($100) at the first class at the Aiken Center **or** agency designated (fees may vary)	-Return signed expungement order -Send $250 Money Order payable to the Solicitor's Office for administrative fee -$35 Money Order payable to Clerk of Court -Send in a written paper on your participation in AEP
What is AEP? SCHP Highway Safety Program Complete enrollment form/ Review contract and sign/ requirement sheet Aiken Center paperwork	Clean drug test (if assigned) Complete Community Service Work (CSW) hours (20) MADD Victim Impact Panel ($10) Money order only Alive at 25 ($35.00 money order preferred)	Once all paperwork has been completed and filed, you will receive a certified copy of the expungement order for your records.
Stay crime free **No use of illegal substances**	**Stay crime free** **No use of illegal substances**	**Stay crime free** **No use of illegal substances**

You must keep this office informed of your current address and telephone number!!!

JR (January 2018)