


# Human Services Program Addiction Counselor Certification Prep Admission Form

<p><b>ACCP Admission Packet Directions:</b> Submit the following documentation to the Health Sciences Department, Bldg. 8, Rm. 114 between 8:00 am - 5:00 pm</p> <p>This is a limited-enrollment consent course— only 10 to 20 students are accepted on a first come, first served basis.</p> <div style="text-align: center;">  </div> <p><b><u>Only complete admission packets will be accepted.</u></b></p>	<p><b>Admission Requirements:</b></p> <p><b>Enroll with the college at</b> <a href="https://ssb.chemeketa.edu/PBAN/f?p=149:1:1121939719841701:">https://ssb.chemeketa.edu/PBAN/f?p=149:1:1121939719841701:</a> to obtain a Chemeketa student identification number (K number) and Chemeketa email address.</p> <p>Submit official transcripts of courses completed from other colleges and/or universities along with the “Request for Evaluation and Transfer of Previous Credit” form. <b>Please submit official transcripts and form to Enrollment Services, Building 2, Room 200.</b></p> <p>Admission packet <b><u>must include:</u></b></p> <ol style="list-style-type: none"> <li>1. Proof of Baccalaureate or Master’s degree requirement — submit a copy of unofficial transcripts showing completion of a Baccalaureate or Master’s degree.</li> <li>2. Confirmation of official transcripts submitted to Enrollment Services.</li> <li>3. Addiction Counselor Certification Prep Admission Form (see page 4)</li> </ol> <p><b><u>Admission Form Deadline:</u></b>  <i>Spring term 2018 – deadline is March 14, 2018</i>  <i>Summer term 2018 – deadline is June 11, 2018</i>  <i>Fall term 2018 – deadline is September 11, 2018</i>  <i>Winter term 2019 – deadline is December 20, 2018</i>  <i>Spring term 2019 – deadline is March 18, 2019</i></p>
<p><b><u>Classes begin:</u></b></p> <p><b><i>Spring – April 2, 2018</i></b>  <b><i>Summer – June 25, 2018</i></b>  <b><i>Fall – September 24, 2018</i></b>  <b><i>Winter – January 7, 2019</i></b>  <b><i>Spring – April 1, 2019</i></b></p>	<p><b>Selection Process:</b> The first applicants for each session who meet all the requirements and who have submitted all requested documents will be considered. Applicants who are not accepted into the session and who have met all requirements will be given the option of being admitted into the next session without re-applying.</p>

<p><b>Criminal Background Check and Drug Screen</b></p>	<p>This program does not require background checks or drug screening before entering into the program. However, you might want to familiarize yourself with how future employers might use these procedures. Whether you are hired or promoted for a job may depend on the information revealed in a background check. Job applicants, existing employees, and volunteers may be required to submit to background checks and/or drug screens by federal or state law. For more information, visit <a href="http://privacyrights.org">privacyrights.org</a>. <b>NOTE: students recovering from chemical dependency who elect the Addiction Counselor Certification option must have a minimum of two years of continuous sobriety in an unrestricted environment before being referred to practicum.</b></p> <p>Students with criminal histories may be prevented from obtaining certain field work experiences.</p> <p>If a student is arrested during the time he/she is enrolled in the Program, he/she must notify the Program Chair of the Human Services Program of the arrest. The student's status in the Program will be reviewed by the Human Services Program Chair and the Health Sciences Dean's office, and a possible outcome of the review may be the student's inability to continue in the Program.</p>
<p><b>Financial Aid</b></p>	<p>Please go online to <a href="http://www.mymoney.gov">www.mymoney.gov</a> for additional resources regarding financial literacy, education and planning. There are many topics at this website that will assist you in financial decision making.</p>
<p><b>Course Registration and Payment</b></p>	<p>Consent is given by the office of the Dean of Health Sciences to register for classes using the course record number (CRN) given in your MyChemeketa email account. Paying for the course is also done through MyChemeketa. You can access MyChemeketa through Chemeketa's website.</p> <p><b>IMPORTANT: Payment is due before the first day of the term or within 10 days of class registration (whichever is later) to avoid a \$25 late fee.</b></p>
<p><b>Accessibility Services</b></p>	<p>Students should seek accommodation advising as soon as possible after admission to the Human Services program so that a plan for accommodation can be in place at the beginning of the program. Contact the Office of Accessibility Services to discuss the process of identifying reasonable accommodations. This office is located in Building 2, first floor (telephone 503.399.5192 [voice/TTY] or email <a href="mailto:accessibility@chemeketa.edu">accessibility@chemeketa.edu</a>). Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of Human Services practice for all students.</p> <p>If a student is dissatisfied with any outcomes from Accessibility Services, they may appeal the decision through the Health Sciences Dean.</p>

<b>Disclosure of Student Information</b>	<p>In compliance with the Family Educational Rights and Privacy Act (FERPA), Chemeketa Community College releases only very limited information regarding students. All Human Services students, including those who have filed a Request for Non-Disclosure of Student Information Form, should be aware that some confidential information may be shared. Contracts with practicum placement sites require that the following information be made available about students placed at these sites: immunization status. Students may also be required to submit to a 10-panel drug screen urinalysis (UA) as requested by the practicum site. The results of this test will be made available to the requesting practicum site. This information is needed for purposes of student and patient safety.</p> <p>Every effort is made to limit access to confidential student information to those who have a need to know. For more information regarding Non-Disclosure of Student Information, contact the Enrollment Services at 503-399-5001.</p>
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## *Questions?*

*Contact Health Sciences Department at 503.399.5058 or email [healthsciences@chemeketa.edu](mailto:healthsciences@chemeketa.edu)*

## Human Services Addiction Counselor Certification Prep Admission Form

To apply for the Human Services ACCP program, please submit this signed form with the following documentation in **Building 8, Room 114**. **NOTE: Incomplete admission packets will not be accepted.**

- Chemeketa student identification number (K number) and Chemeketa email address
- Human Services Addiction Counselor Certification Prep Admission form
- Unofficial transcripts showing completion of a Baccalaureate or Master's degree.
- Confirmation of official transcripts submitted to Enrollment Services.
- Term starting:
  - Spring 2018
  - Summer 2018
  - Fall 2018
  - Winter 2019
  - Spring 2019

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Printed Name Student ID # (K#)

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Signature Daytime telephone #

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Address City, State, ZIP

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My Chemeketa email address