

APPLICATION REQUEST

To receive a course application via mail please fill out this form and mail it to ACCA at the address below.

Or you may download an application online at www.theacca.net

Please mail me a 350-Hr CASAC Program Application

Name: _____

Agency: _____

Address: _____

City: _____

State: _____ Zip: _____

Work Phone: _____

Home Phone: _____

E-Mail _____

**The Addictions Care Center of Albany, Inc.
Community Education - Bldg #3
90 McCarty Ave
Albany, NY 12202**



*We Look Forward to Serving Your
Educational Needs!*

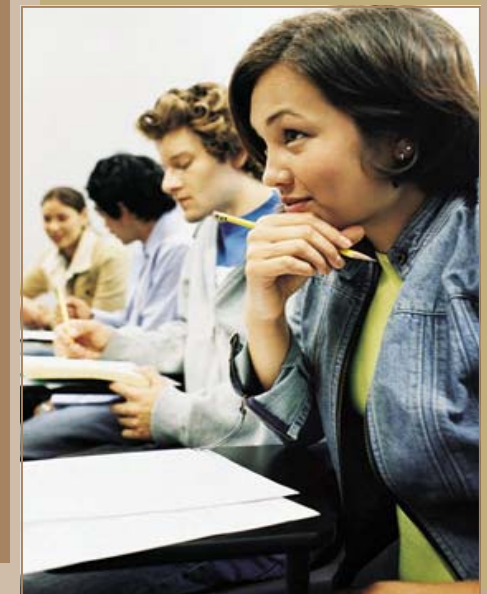


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CREDENTIALLED ALCOHOL AND SUBSTANCE ABUSE COUNSELOR (CASAC) PROGRAM



Contact us today for more information!

www.theacca.net • (518) 465-5829

350-HOUR CASAC PROGRAM HIGHLIGHTS

The ACCA Community Education Program is recognized by the NYS Office of Alcohol and Substance Abuse Services as a professional training provider. ACCA's CASAC Program is designed to provide students with the required 350 hours of training needed to receive their CASAC Trainee Certificate.

- **Pre-requisite:** Students must complete a program application, and pass a reading and comprehension assessment prior to beginning the program.
- **Cost:** \$11.50 per credit hour
- **Program Instructors:** All courses are taught by a multi-disciplinarian team of healthcare and addictions professionals who are employed at ACCA and other treatment and healthcare facilities throughout the Capital Region.
- **Days and Times:** Tuesday and Thursdays from 5:00 pm – 9:00 pm.
- **Duration:** To complete the program participants must complete one full year of scheduled evening classes.

For students who have completed significant hours of education prior to entering the program, an individual career development plan will be made to complete the remaining hours; these students may not have to attend for an entire year.

- **Location:** All classes will take place at ACCA's Community Education Building in one of our state-of-the-art training rooms at 90 McCarty Avenue in Albany.

- **Application Process:** All interested students should complete an application and return it with a \$25.00 non-refundable application fee.
- **Registration:** Upon registration, to the program students will be registered for 12 months of consecutive coursework. Class schedules will be distributed upon registration. Participants may register at ANY TIME and complete the program after twelve consecutive months of classes.
- **Evaluations:** At the end of each training session, students will be required to fill out two instructor evaluation forms. Each participant will also be required to take a pretest upon entering the session, a midterm exam at the midpoint and a final exam at the end of the session. Each participant must receive a 75% or above on each exam in order to complete the course.
- **Certificates of Completion:** Each student will receive a certificate stating they completed each training session. Each training must be paid for prior to a student receiving a certificate.

SECTION TOPICS

Section I: 85 Hours

Knowledge of Alcoholism & Substance Abuse

Section II: 150 Hours

Alcoholism & Substance Abuse Counseling

Section III: 70 Hours

Assessment, Clinical Evaluation, Treatment Planning, Case Management, Patient, Family and Community Education

Section IV: 45 Hours

Professional & Ethical Responsibilities

CASAC COMPLETION REQUIREMENTS:

Upon completion of 350 hours of education you will be qualified for your CASAC Trainee Certificate. Applications must be submitted to the New York State Office of Alcoholism and Substance Abuse Services (NYS OASAS) with a fee of \$100.00. All fees are non refundable and must be made payable to OASAS in the form of a certified check or money order. Personal checks cannot be accepted.

After receiving the CASAC Trainee Certificate you must do the following to complete your CASAC credential:

- Complete 6000 work experience hours in an OASAS-licensed treatment agency.
- Participate and Pass OASAS Examinations. Fee is \$200.00 and exams include one written and one CPM oral.

INTERNSHIPS & CAREER SERVICES

ACCA works with students to provide a personalized, broad range of services to include assisting students with securing internships with area treatment and prevention providers, as well as career counseling for professional development.

For an application or program questions, please contact ACCA at (518) 465-5829.

Email: trainings@theacca.net

Website: www.theacca.net