

350 Hour Credentialed Alcoholism & Substance Abuse Counselor Program



Thank you for your interest in the 350-hour Credentialed Alcoholism and Substance Abuse Counselor program. The following is important information that you will need to know to begin and complete the program.

The 350-hour Credentialed Alcoholism and Substance Abuse Counselor program is a non-credit certificate program through the Center for Community Education and Training at Alfred State. Courses are non-transferrable to any credit bearing program.

PROGRAM HIGHLIGHTS

- All courses are offered online with the exception of 18 hours of “Skills Seminars” to practice what you have learned.
- Students are required to purchase two books (information below) that they will use throughout the program.
- Students will complete a 300-hour clinical internship to get hands-on experience in the field.
 - Students who already work in the field and have a clinical supervisor do not have to do the clinical internship as long as their clinical supervisor can sign off on their ability to perform the 12 core functions of a Substance Abuse Counselor. The certificate of completion will not be given until the Center for Community Education and Training has this sign off.

OASAS CREDENTIALING

Students who complete the 350-hours of education and training through Alfred State are eligible to submit the CASAC/CASAC-Trainee Application for approval to the New York State Office of Alcoholism and Substance Abuse Services (OASAS). Please note that Alfred State does not grant OASAS credentialing. All students must submit a certificate of completion given by Alfred State to OASAS and complete all appropriate application paperwork. Credentialing will be determined by OASAS.

Please view the following Web page to learn the requirements for becoming a CASAC:

<https://www.oasas.ny.gov/sqa/credentialing/CASACreq.cfm#evaluations>

PROGRAM LENGTH

Students who work diligently at the program, taking one course after the other and completing everything within each courses’ deadline, can finish the program in 10 months.

It is acceptable to stretch the program over a longer period of time if it is necessary for students with other responsibilities.

APPLICATION

Interested individuals must fill out the application and submit it in its entirety to the Center for Community Education and Training (CCET). This includes the application itself, copies of high school/college degrees, a personal statement, student acknowledgement form, and three reference

forms. Applications are accepted via email, U.S. mail, or by dropping it off at the CCET office. Please include a check for \$25 made payable to Alfred State along with your application. Once your application is reviewed by the CASAC Program Team, you will receive an acceptance or denial letter. Individuals receiving an acceptance letter will be given information on the next steps to begin the program, including access to Alfred State's Blackboard Learning Management System with a unique username and password.

ACCEPTANCE INTO THE PROGRAM

Once individuals are accepted, there are three items they must complete to start the program.

- (1) Payment must be made to the Center for Community Education and Training in the form of a check or credit card. Students will pay \$10 per hour for courses and the skills seminars prior to the beginning of each course. This means if the course is 45 hours, the total registration fee is \$450. The clinical internship is separate from this amount and requires a \$250 payment before interning at a facility. There are no refunds for any course/skills seminar/internship regardless of whether the student decides to complete the course/skills seminar/internship.
- (2) Students must complete the "CASAC Readiness and Resources" course in Alfred State's Blackboard Learning Management System. This short course will take a couple hours to complete and will give the student valuable information on using Blackboard and other technologies used in the program, applying to be a CASAC, and more.
- (3) Students must purchase the two required textbooks for the program. The Center for Community Education and Training suggests purchasing these books through www.alfredstatebookstore.com; however, books can be purchased through any book provider.

Book Name: Mastering the National Counselor Examination and the Counselor Preparation Comprehensive Examination
Author: Erford, Hays, Crockett
Edition: 3rd
ISBN: 978-0-13-519245-0

Book Name: Substance Abuse and Addiction Treatment: Practical Application of Counseling Theory
Author: Todd F. Lewis
Edition: 1st
ISBN: 978-0132542654

STARTING THE COURSES

Once the above items are completed, students will be allowed to begin their first course. Each course is set up with a maximum number of weeks to completion. There will be new assignments to complete each week. Students needing extensions on a particular course must contact CCET to make arrangements. Students will continue to move through the courses one by one. There are four SECTIONS of courses. All courses besides the "On-Campus Skills Seminars" are online.

Section 1

<u>Course Name</u>	<u>Number of Hours</u>
Basic Knowledge: Physical and Pharmacological Effects	27
Overview of the Addictions Field	28
Diversity of Intervention and Treatment Approaches	14
Self Help Groups	4
Tobacco Use and Nicotine Dependence	4
Introduction to Diagnostic Criteria	6
Toxicology Testing/Screening	3
Supporting Recovery with Medications for Addictions Treatment	3

Section 2

<u>Course Name</u>	<u>Number of Hours</u>
Individual Counseling	20
Group Counseling	25
Foundational Counseling Skills	20
Addressing Diverse Populations in Addictions Counseling/Cultural Diversity	25
Integrated Care	10
Effects of Addiction on Family/Relationships	15
Crisis Management	10
Human Development and Substance Abuse	10
Recurrence and Relapse Prevention	15
On-Campus Skills Seminar	6

Section 3

<u>Course Name</u>	<u>Number of Hours</u>
Assessment, Evaluation, and Problem Identification	24
Treatment Planning, Client Record Keeping, and Discharge Planning	24
Case Management	12
Patient, Family and Community Education, and Prevention	10
On-Campus Skills Seminar	6

Section 4

<u>Course Name</u>	<u>Number of Hours</u>
Counselor/Client Relationships	16
Ethical Decision-making and Conduct	9
Confidentiality/Legal Issues	9
Child Abuse and Maltreatment	2
Professional Development	4
Compassion Fatigue/Counselor Wellness	7
On-Campus Skills Seminar	6

Please note that each course is graded on a pass/fail basis. Students must complete all assignments within the course to be considered as passing.

SKILLS SEMINARS

All students are required to attend three “Skills Seminars”: one 6-hour seminar after the completion of Section 2; one 6-hour seminar after the completion of Section 3; and one 6-hour seminar after the completion of Section 4. These seminars will put the skills learned in the online courses into application. During these seminars, a NYS Office of Alcoholism and Substance Abuse-approved instructor will meet with a group of students to perform mock counseling sessions, review case studies, and provide hands-on instruction of the 12 core functions of a substance abuse counselor. The Center for Community Education and Training will schedule several “Skills Seminars” throughout the year to ensure that students who are ready for this type of instruction have it readily available. This will require travel to Alfred State on three separate occasions for six hours each trip.

CLINICAL INTERNSHIP

Students in the 350-hour CASAC program are required to complete a 300-hour clinical internship. The certificate of completion of the 350-hour program will not be given to those students who do not successfully complete the clinical internship. Please read the “clinical internship” document thoroughly to ensure understanding of this importance piece of the program. Please note:

- Students who already work in the field and have a clinical supervisor do not have to do the clinical internship as long as their clinical supervisor can sign off on their ability to perform the 12 core functions of a Substance Abuse Counselor. The certificate of completion will not be given until the Center for Community Education and Training has this sign off.

FINAL EXAM

Upon completion of all courses and skills seminars, students will be required to take a final exam before receiving their certificate of completion for the 350-hour program.

The three hour final exam consists of 200 multiple choice questions as well as completing three out of five short answer/essay questions. The final exam is all the Blackboard Learning Management System, but **MUST** be proctored. Students must have proctors approved by CCET prior to taking the final exam. Students must receive an 80% on the final exam. Students who fail to earn at least an 80% must wait 30 days to test again.

CERTIFICATE OF COMPLETION

The Center for Community Education and Training will monitor the progress of all students and release the “Certificate of Completion” for the 350-hour program only after students have completed all courses, all skills seminars, their internships, and received at least an 80% on the final exam.