



Outreach Training Institute

350-Hour CASAC Diploma Training Program



Standard Application 2019



Visit our website: opiny.org

Welcome to Outreach Training Institute!
APPLICATION INSTRUCTIONS – PLEASE READ CAREFULLY

We are a leading training provider for the New York State OASAS 350-Hour CASAC training certificate. We accept students on a rolling admission basis with entry points every 4 to 6 weeks. Please review the entire application packet and include all required documents prior to submitting to the campus you are interested in attending. We appreciate your interest in our program. Good luck!

Application Checklist

- Application Fee:** \$25 check or money order only (fee waived for ACCES-VR applicants)
- Personal Statement:** 250-word handwritten essay (see attached instructions on Page 6)
- Proof of Education:** Copy of your highest level of education COMPLETED (i.e., high school diploma/GED Certificate or college degree)
- Résumé:** Copy of an updated résumé (if available)
- Financial Documentation:** To apply for financial aid, I have submitted the following financial documents:
 - 1040 Form (latest year) – REQUIRED if you filed taxes**
 - If applicable, the following may also need to be submitted:**
 - Unemployment Benefits Information
 - Social Security Benefits Information
 - Public Assistance Award Letter

Please select the campus and schedule you are interested in and submit your application to the campus you are interested in attending:

Queens Campus (Richmond Hill)	Long Island Campus (Brentwood)
<input type="checkbox"/> 11-12 Month Schedule (9 hours/week): Tuesdays 6:30pm-9:30pm and Saturdays 9am-4pm Attention: Anthony Pereira 117-11 Myrtle Avenue Richmond Hill, NY 11418 Telephone 718.847.9233 ext 2309 • Fax 718.849.9673 anthonypereira@opiny.org	<input type="checkbox"/> 11-12 Month Schedule (9 hours/week): Mondays 6:30pm-9:30pm and Saturdays 9am-4pm Attention: Lorraine Stewart 400 Crooked Hill Road Brentwood, NY 11717 Telephone 631.951.2613 ext 3150 • Fax 631.951.2776 lrrainestewart@opiny.org

Next Steps

After your application has been received:

An administrator will contact you to confirm its receipt and will review it with you over the phone. Once your application packet is complete, your next step is to schedule the following appointments:

- **Reading and Writing Exam:** Offered at the Queens Campus Fridays 10:00 am -12:00pm, and by appointment at the Long Island Campus. Note: **All** applicants are required to take the exam as part of the admissions process.
- **Admissions Interview:** Offered at the campus you are interested in attending. Please make sure to treat the interview as you would a job interview by **arriving 15 minutes before your scheduled appointment time.**

After your admission interview:

The admissions committee will review your entire application packet (including financial documents and exam score) as well as your responses to the interview. If accepted, you will be notified of your acceptance and eligibility for financial aid via mail and telephone.



Date

Referral Information		
How did you hear about us? (e.g., friend, alumni, colleague, etc)		
ACCES-VR Applicants Only		
ACCES-VR Counselor	Borough	Telephone Number

Applicant Information		
First Name	Last Name	
Street Address	Apt. #	
City	State	Zip Code
Home Telephone Number	Cellular Phone Number	
Emergency Contact Person	Relationship to Emergency Contact	
Emergency Contact Person Telephone Number		
Your E-mail Address		
Date of Birth		
Do you have a valid NYS Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Educational Experiences (Please list only your highest level completed)	
Name of School	Major
Dates Attended	Certificate/Degree Earned

Licenses/Certificates/Credentials	
License/Certification/Credential:	License/Certification/Credential:
Date Certified:	Date Certified:
License/Certification/Credential:	License/Certification/Credential:
Date Certified:	Date Certified:



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Scholarship Eligibility	
Are you applying for financial aid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Prior Year Annual Income (How much did you earn last year, before tax deductions?)	
Prior Year Household Income (How much was the total amount all of your household members earned last year, before tax deductions?)	
Household Size – (total number in household)	
What is your current housing?	
<input type="checkbox"/> Own/Rent House or Apartment? o If yes, who lives with you? _____	
<input type="checkbox"/> Live with family member or friend? o If yes, who do you live with? _____	
<input type="checkbox"/> Community Residence <input type="checkbox"/> Shelter <input type="checkbox"/> Treatment Program Residence <input type="checkbox"/> Other: _____	
Number of Dependents (How many dependents do you have under the age of 18?)	

Current Employer Information (Please include a copy of your résumé, if available)		
Employer	Employer Phone Number	Employer Start Date
Employer Address		
City	State	Zip Code
Position	Annual salary/Hourly Wage	
Employment Status	If part-time, how many hours per week?	
<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		

Work Schedule			
Specify your regular weekly work schedule. Please ensure that your current work schedule corresponds to the class schedules offered at Outreach Training Institute. If you expect to adjust your work schedule to accommodate the training program, please indicate this at your interview.			
Sunday		AM/PM	AM/PM
Monday		AM/PM	AM/PM
Tuesday		AM/PM	AM/PM
Wednesday		AM/PM	AM/PM
Thursday		AM/PM	AM/PM
Friday		AM/PM	AM/PM
Saturday		AM/PM	AM/PM



Current Activities/Previous Work Experience		
Please list any volunteer opportunities or previous work experience you feel is relevant to the counseling or substance abuse field. (This can include formal or informal experience such as tutoring and/or mentoring).		
Dates (Start to End Date)	Employer/Setting	Duties and Responsibilities



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Personal Statement

Please submit a 250-word **handwritten** personal statement explaining why you would like to attend Outreach Training Institute's 350-hour CASAC Diploma Program. Your narrative should address:

- Your level of motivation and commitment to becoming a substance abuse counselor
- If applicable, describe any special client populations you may be interested in working with in the future
- You may also wish to address your own personal experience with substance abuse including your length of recovery, chemical dependency, other disorder/addictions, treatment of self-help experience

Terms and Conditions of Admission

Scholarship and ACCES-VR Recipients: I understand that if I am selected as a scholarship/financial aid recipient or ACCES-VR student, I am committing my participation to the services that will promote my career development (and may potentially result in placement in the substance abuse field) including:

- Timely attendance to all lectures and practicum sessions while enrolled
- Weekly participation in job preparation sessions (1 hour per week)
- An internship in the field (approximately 15-20 hours per week)
- Weekly participation in internship supervision sessions, either Monday or Wednesday for 1.5 hours
- Attend weekly CASAC exam review classes after 5 modules are completed.
- Submission of my CASAC-T application upon completion of the program

Failure to participate in these activities may result and/or place me at risk for losing my funding to attend the program.

NYS OASAS: I understand that completion of the 350-hour training program does not in and of itself mean that I will necessarily be issued a CASAC-T certificate by the New York State Office of Alcoholism and Substance Abuse Services (NYS OASAS), the government agency that issues the CASAC-T certificate and CASAC credential. While Outreach does not bar anyone who has a criminal conviction history from participating in the training program, the presence of a criminal conviction history may impact NYS OASAS in their decision-making process. NYS OASAS has informed Outreach that they consider each criminal case on an individual basis.

Signature

Signature

Date



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Directions to Outreach Training Institute

Queens Campus (Richmond Hill)

Bus: Q-55 Bus to last stop, Jamaica Avenue and 117th Street. Walk one block North to Myrtle Avenue. Q-56 Bus to Jamaica Avenue and 117th Street. Walk one block North to Myrtle Avenue. Q-10 Bus to Lefferts Boulevard and Jamaica Avenue. Walk one block West to Myrtle Avenue. Q-37 to Myrtle Avenue and 111th Street. Walk east on Myrtle Avenue to 117th St.

Train: J Train from Brooklyn and Jamaica to 121st Station. Walk West on Jamaica Avenue to the intersection where Myrtle Avenue, Lefferts Boulevard and Jamaica Avenue come together. Outreach Project is on Myrtle Avenue at 117th Street.

Car: From Long Island - Northern State Parkway to the Jackie Robinson Parkway. Exit at Metropolitan Avenue. Turn left onto Metropolitan Avenue to Lefferts Boulevard. Turn right onto Lefferts Boulevard to Hillside Avenue. Building is at the corner on your left. From Long Island - Southern State Parkway to the northbound Van Wyck Expressway. Exit at Jamaica Avenue. Turn left on to Jamaica Avenue to Myrtle Avenue. Turn right onto Myrtle Avenue. Building is at corner on your right. From Brooklyn - Belt Parkway to the northbound Van Wyck Expressway. Exit at Jamaica Avenue. Turn left on to Jamaica Avenue to Myrtle Avenue. Turn right onto Myrtle Avenue. Building is at the corner on your right. From Brooklyn - Brooklyn Queens Expressway to the eastbound Long Island Expressway to the southbound Van Wyck Expressway. Exit at Jamaica Avenue. Turn right on to Jamaica Avenue to Myrtle Avenue. Turn right onto Myrtle Avenue. Building is at the corner on your right.

Long Island Campus (Brentwood)

Car: Manhattan, Bronx, Queens and Eastern Long Island - From Long Island Expressway, East (from NYC) or LIE West (from Eastern L.I.) take Exit 52 South (Commack Road) to South Service Road of LIE. Head East to Crooked Hill Road, make a right on Crooked Hill Road South, stay on road for approximately 1.5 miles, at which point you should see the building on your right. From the South Shore - Take Southern State to Sagtikos Pkwy, North. Exit Sagtikos at S2, Crooked Hill Road. At the stop sign, make a left. At the first traffic light, make a right onto Crooked Hill Road, the building will be on your right. From Bronx, Upstate NY - Take Whitestone Bridge across to the Cross Island Expressway to the LIE going East. Then follow directions from NYC.



**OUTREACH TRAINING INSTITUTE
CONTRACT FOR ALL STUDENTS RECEIVING FINANCIAL AID**

As a condition of receiving a scholarship and/or financial aid, I agree to the following:
(Please read & initial all)

- Attendance at all classes as scheduled. I will only miss classes in a true emergency situation and will make up any missed classes as soon as possible. I will also call if I am running late.
- I understand that failure to comply with any of the program requirements (module exams, clinical charts, reactionnaires, etc.) are conditions for dismissal from the program.
- I understand that I am to give the Administrative Manager an electronic copy of my resume by the end of my first module. If I do not have an electronic copy, I will meet with the Manager to make a resume.
- I will participate in an unpaid internship (if not currently working in the field), and understand that this will require approximately 12-15 hours per week of my time for a period of 3-6 months, beginning in my 4th module.
- I will attend a CASAC exam review class series on 3 consecutive Saturdays once I have completed the program.
- I will apply for the CASAC-T immediately upon graduation.

ACCES-VR STUDENTS ONLY MUST ALSO INITIAL BELOW

- I understand that all aspects of my performance in the program will be evaluated, and that a monthly report with this information will be sent to my ACCES-VR counselor.
- I hereby give permission to the employees of Outreach Training Institute to inform my ACCES-VR counselor regarding all aspects of my performance and compliance, with regards to my status in the program.

Outreach Training Institute reserves the right to dismiss a student from the program due to program non-compliance, unethical conduct of any kind, inability to fulfill academic requirements of the program, or any other behavior deemed unprofessional or inappropriate.

Student Signature

Outreach Training Institute Signature

Date

Date



**OUTREACH TRAINING INSTITUTE
STUDENT CONSENT TO CRIMINAL BACKGROUND CHECK**

Outreach Training Institute receives funding for our scholarship and financial aid programs from several foundations. The scholarships are part of workforce development initiatives and as a result, the success of our scholarship programs is measured not only on individuals completing our 350-hour CASAC curriculum but also on the ability of our graduates to obtain a CASAC-T (and ultimately a full CASAC), and to obtain and retain employment within the drug and alcohol field.

Having a criminal history does not preclude an individual from seeking to obtain a scholarship, however, the presence of open cases and/or major violent crimes, can have an impact on an individual's ability to obtain a CASAC-T/CASAC and therefore, the ability to obtain a job in the behavioral health field. It is therefore important that as part of the admission process, prospective scholarship students undergo a criminal background check to determine whether there are any outstanding issues that have the potential to delay and/or preclude placement in the field.

As such, Outreach Training Institute will conduct criminal background checks on students applying for scholarships or funding which stipulate that the securing of employment in the field is an expected outcome of the training program.

The outcome of the criminal background check will be held in confidence and only used for the purposes of determining eligibility for scholarships for the OTI CASAC training program.

I, _____ give Outreach Training Institute permission to conduct a search on my criminal background.

Signature

Date

Witness

Date