



# Community Partnership Referrals and Resources

and

## LaGuardia Community College

*-Continuing Education Office*

Presents

***NYS OASAS*** approved Addiction Studies

### Programs include:

- CREDENTIALLED ALCOHOL AND SUBSTANCE ABUSE
- CREDENTIALLED PREVENTION PROFESSIONAL
- CREDENTIALLED PREVENTION SPECIALIST



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Thank you for your interest in the CASAC Addiction Studies Program.

CPRR along with LaGuardia Community College and OASAS are committed to enhancing the quality of services in New York State through professional development of the alcoholism and substance abuse services workforce. To ensure that counselors and prevention practitioners who provide direct care and services in alcoholism and substance abuse programs are competent and ethical in their work, and skilled in meeting the needs of today's society, OASAS issues the following professional credentials to individuals who meet the eligibility requirements and pass the appropriate examinations.

- **Credentialed Alcohol and Substance Abuse Counselor (CASAC)**
- **Credentialed Prevention Professional (CPP)**
- **Credentialed Prevention Specialist (CPS)**

**Community Partnership Referrals and Resources (CPRR)**, a culturally aware, community-based human services agency, serving the Tri-state area. CPRR serves individuals with special needs including: prevention or intervention counseling, domestic violence, parenting skills, anger and stress management, alcohol/ substance abuse, and mental health disorders.

CPRR administers addiction study programs through the Continuing Education and Workforce Development Division of LaGuardia Community College, under the authority of the NYS Office of Alcohol and Substance Abuse Services (OASAS)–Bureau of Workforce Development – Education and Training Provider Certificate Number **0823**.

CPRR designed this certificate program to fulfill OASAS's addictions counselor certification requirement of 350 hours of specific topics for credentialing or re-credentialing. This course benefits professionals in healthcare, mental health, chemical dependency, teachers, school counselors, social workers, EAP managers, human resources, clergy and individuals interested in becoming addiction counselors. Individuals who complete and pass the program earn a program certificate for eligibility to apply for OASAS' CASAC-T.

We hope the following information will help you make an informed decision on your future in the addiction treatment field. After reviewing the attached information, feel free to contact me if you need additional information.

Sincerely,

Al Sirowitz  
President

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**Credentialed Alcohol and Substance Abuse Counselor (CASAC)**

The CASAC is intended for individuals who provide alcoholism and substance abuse **COUNSELING** services in an approved work setting. You should consider pursuing the CASAC if your work experience includes: Diagnostic Assessment, Evaluation, Intervention, Referral, Alcoholism and/or Substance Abuse Counseling in both individual and group settings.

To become a CASAC in New York State, you must:

1. Demonstrate specific competency and ethical conduct requirements
2. Meet specific work experience requirements
3. Meet minimum educational and training requirements
4. Pass the International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse Counselors (ICRC/AODA) oral **and** written exam

**Credentialed Prevention Professional (CPP) and Credentialed Prevention Specialist (CPS)**

The CPP and CPS programs are intended for individuals who provide alcohol and substance abuse **PREVENTION** services in an approved work setting. You should consider the CPP or CPS if your work experience is based on a comprehensive, multi-dimensional prevention service approach which includes the following five performance domains: Planning and Evaluation, Education and Skill Development, Community Organization, Public and Organizational Policy and Professional Growth and Responsibility.

To become a CPP or CPS in New York State, you must:

1. Demonstrate specific competency and ethical conduct
2. Meet specific work experience requirements
3. Meet minimum educational and training requirements
4. Pass the International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse Counselors (ICRC/AODA) written exam

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**Certificate Requirements:**

OASAS requires a **minimum** of 350 classroom hours of education in four (4) categories of knowledge and 6000 hours (approximately three years) of supervised - a minimum of 2000 hours must be paid - full-time equivalent experience in an approved work setting as a provider or supervisor of direct patient services.

**Work Requirements:**

Examples of an approved work setting:

- It holds a certificate of approval or operating certificate to provide substance abuse or alcoholism services from OASAS issued pursuant to Articles 19, 23, 31 or 32 of the Mental Hygiene Law or a similar license or approval from another state's alcoholism or substance abuse authority for the state in which the agency, facility or program is located (a copy of the license/certificate from OASAS must be submitted. For another state, a copy of the certificate of approval, operating certificate or similar license or approval from that state's alcoholism and substance abuse authority must be submitted)
- It is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF), specifically for the provision of alcoholism and/or substance abuse treatment services (evidence of CARF accreditation for provision of alcoholism and/or substance abuse treatment services must be submitted)
- It is accredited by the Joint Commission on Accreditation of Health Care Organizations (JCAHO) for the provision of alcoholism and/or substance abuse services (evidence of JCAHO accreditation for the provision of alcoholism and/or substance abuse services must be submitted)
- It is organized and operated by the Federal government, to include the Indian Health Service and Veterans Administration, as a program of alcoholism and/or substance abuse treatment which is consistent with OASAS' standards
- It is a school or community-based prevention/intervention program which is designated for the provision of the full range of chemical dependence counseling services (a copy of the license/certificate from OASAS must be submitted)
- It is a program that includes alcoholism and/or substance abuse treatment deemed to be consistent with OASAS' standards and is licensed and/or operated by any other New York State agency (a copy of the certificate of approval, operating certificate or similar license or approval from the state agency must be submitted)
- It is an agency or program not subject to licensure by OASAS but which has been deemed by OASAS to provide services which conform to OASAS' standards for alcoholism and/or substance abuse treatment documentation which confirms exemption from OASAS licensing and verifies OASAS

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acknowledgment that the services provided by the agency or program conform to OASAS standards for alcoholism and/or substance abuse treatment must be submitted

- It is operated by OASAS

**Work experience must:**

- have been obtained within 10 years prior to submission of the application
- include a minimum of 18 months of consecutive service during the five years prior to submission of the application
- include the following professional tasks: diagnostic assessment; evaluation; intervention; referral; and alcoholism and/or substance abuse counseling in both individual and group settings
- have, at minimum, weekly on-site and documented clinical supervision by a qualified health professional
- be integrated with the alcoholism and/or substance abuse services delivery system for consultation and referrals
- include practice in alcoholism and/or substance abuse counseling to establish and maintain recovery and prevent relapse; and
- include a minimum of 300 hours of supervised practical training. Each of the following 12 Core Functions (areas of professional expertise) must have been performed for a minimum of 10 hours, under the supervision of a Qualified Health Professional:
  - Screening
  - Intake
  - Orientation
  - Assessment, Evaluation and Intervention
  - Referral
  - Treatment Planning
  - Counseling
  - Crisis Intervention
  - Patient Education
  - Case Management
  - Reporting and Record Keeping
  - Consultation with Other Professionals

**OASAS strongly encourages that the majority of your work experience be devoted to the practice of alcoholism and/ or substance abuse counseling.**

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In addition, the following academic degree substitutions may be claimed toward satisfying the 6000 hour work experience requirement:

- A Master's (or higher) Degree in an approved Human Services field from an accredited college or institution may be substituted for the remaining **4000** hours of work experience, provided that the 2000 hours of paid work experience occurred within five years prior to submission of the application.
- A Bachelor's Degree in an approved human services field from an accredited college or institution may be substituted for **2000** hours of work experience. A maximum of **2000** hours of full-time equivalent voluntary or other non-paid work experience (including a formal internship or formal field placement) which occurred within five years prior to submission of the application may also be claimed, providing it involved appropriately supervised direct patient services in an approved work setting.

**Approved Human Services Fields:**

(for academic degree substitution in lieu of the work requirement)

Anthropology Art/Dance Therapy	Music Therapy
Audiology	Nursing/Medicine
Child Development/Family Relations	Nutrition
Community Mental Health	Occupational Therapy
Chemical Dependence Administration	Pastoral Counseling
Counseling/Guidance	Physical Therapy
Criminal Justice	Psychology
Divinity/Religion/Theology	Recreational Therapy
Drama Therapy	Rehabilitation Counseling
Education	Social Work
Gerontology	Sociology
Health Administration	Special Education
Health Education	Speech Pathology
Human Services	Vocational Counseling

If an academic degree substitution is not being claimed toward satisfying the 6000 hour work experience requirement, a maximum of 2000 hours of full-time equivalent voluntary or other non-paid work experience (including a formal internship or formal field placement) which occurred within five years prior to submission of the application may be claimed, providing it involved appropriately supervised direct patient services in an approved work setting.

A formal internship or formal field placement may be claimed as work experience OR education and training, but not both. You should calculate the need to claim a formal internship or formal field placement as either work experience or education and training.

**NOTE: CPRR will offer internship to students who exhibit exceptional aptitude and classroom skills in addition to maintaining a high GPA.**

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**Course Description:**

**Part A:**

Part A covers an overview of addiction counseling and the role the CASAC plays in multi-disciplinary treatment. This includes the medical, physical and pharmacological aspects of addiction and addiction counseling, Vocational & Educational Training, HIV/AIDS and other Sexually Transmitted Infections, Relapse Prevention, Diversity of Treatment Approaches and the role 12 Step and Human Growth and Development.

**Courses:** Physical Pharmacological Aspects (46 hrs); HIV/AIDS Communicable & Sexually Transmitted Infections (12 hrs); *Diversity of Treatment Approaches* (30 hrs); Self Help/12 Step (9 hrs); *Human Growth & Development* (6 hrs), *Vocational and Educational Training* (18 hrs) and *Relapse Prevention* (14 hrs).

36 sessions

**Part B:**

Part B will focus on all types of treatment settings from inpatient medically supervised detox and crisis centers, to outpatient programs and short and long-term residential programs. Part B will also cover cultural competency issues and how culture, cultural awareness and sensitivity plays an important role in both effective counseling and client recovery. All aspects of proper assessment techniques, including the use of different types of assessment tools, completion of a Psychosocial exam, and use of the DSM-IV-TR to obtain a proper diagnosis will be covered.

**Courses:** *Cultural Competency/Special Populations* (44 hrs), *Counselor Wellness* (6 hrs), *Counselor/Client Relationships* (12 hrs). ); *Family & Community Education and Prevention* (18 hrs); *Counseling Skills* (20 hrs), *Individual Counseling Skills* (20 hrs), *Alcoholism as it Effects the Family/Significant Other* (16 hrs); *Assessment and Evaluation* (20 hrs), *Treatment Planning, Record Keeping Documentation* (20 hrs), *Case Management and Referral* (12 hrs), *Confidentiality, Legal Issues, Documentation, State and Federal Laws* (12 hrs), *Ethics in Professional Counseling* (12 hrs).

34 sessions

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**Instructors**

All Instructors are professionals in the addiction field. They include MD's, Psychiatrists and Psychologists, RN's, Nurse Practitioners, Physician's Assistants, Certified Social Workers, Certified Rehabilitation Counselors, Relapse Prevention Specialists, CASACs and CPPs.

**Course Scheduling**

Modules may be taken one at a time or two per semester so completion of all required course hours can be accomplished over one-year or spread over four years.

Modules I and II are offered in the Fall semester and may be taken together or in either sequence. Modules III and IV are offered in the Spring semester and may be taken together or in either sequence.

**Cost**

Payment is made payable to CPRR. Early registration is recommended to assure a seat.

**Financial Aid/ Scholarships**

Scholarships and other types of financial aide through CPRR or LaGuardia Community College are not generally available. Please check your local VESID or Workforce1 office for more information regarding eligibility for financial assistance for the CASAC course.

***For more information contact CPRR at (718) 224-8010.***

## Frequently Asked Questions

### ***What's the difference between the CASAC and the CPP/CPS?***

The CASAC is intended for individuals who provide alcoholism and substance abuse **COUNSELING** services in approved work settings. The CPP and CPS are intended for individuals who provide alcohol and substance abuse **PREVENTION** services.

### ***Can I hold both credentials?***

Yes, but only work experience hours devoted to alcoholism and substance abuse counseling (i.e., Diagnostic Assessment; Evaluation; Intervention; Referral; and Alcoholism and/or Substance Abuse Counseling in both Individual and Group Settings) will be considered toward satisfying the CASAC requirements. Only work experience hours devoted to alcohol and substance abuse prevention services (i.e., Planning and Evaluation; Education and Skill Development; Community Organization; Public and Organizational Policy; and Professional Growth and Responsibility) will be considered toward satisfying the CPP/CPS requirements.

### ***How much does it cost to apply for a credential?***

The Application Processing fee is \$100.

### ***How long is my application good for?***

Applications remain active for five years from the date of postmark. Review the CASAC credentialing process and the CPP/CPS credentialing process for more information.

### ***If I have been convicted of a felony, can I still become credentialed?***

Conviction of a crime is not, in and of itself, a ban to becoming credentialed. However, the criminal offense or offenses for which you have been previously convicted may affect your fitness or ability to perform one or more duties or responsibilities related to the credential. As part of the Application process, you will be required to provide information relative to the conviction to be considered as part of the review of your application.

### ***Where do I get the education and training to become credentialed?***

OASAS will consider education and training obtained through accredited colleges or universities; governmental agencies; professional organizations; training institutes; or in-service training programs. OASAS's Training Calendar includes OASAS training, as well as those providers and courses, which have been reviewed and approved by OASAS as acceptable to satisfy initial and/or renewal credentialing requirements for the CASAC, CPP and CPS.

### ***How long is my credential good for?***

Each credential is valid for a period of three years and will expire on your date of birth. Review CASAC AND CPP/CPS renewal information for additional details.

### ***How do I apply for a CASAC trainee certificate?***

CASAC Trainee certificates are obtained through the CASAC initial credentialing application process. OASAS's Credentialing Unit will review your CASAC Application to determine whether you have satisfied the requirements to sit for the CASAC written examination. If during this review process, it is determined that you have satisfied the requirements associated with CASAC Trainee certification, you will be issued a certificate.

***Does a CASAC Trainee certificate mean that I'm a Qualified Health Professional?***

No! The CASAC Trainee certificate serves as documentation that you are working toward becoming a CASAC. In addition, CASAC Trainees may be counted toward the Qualified Health Professional staffing requirement in specific OASAS-certified chemical dependence treatment programs only. The CASAC Trainee certification will not authorize you to be considered a Qualified Health Professional for any purpose other than that stated above.

***How much does it cost to take the CASAC written examination?***

The examination fee is \$200 (this includes one written examination and one CPM oral examination).

***How much does it cost to take the Prevention written examination?***

The examination fee is \$215.

***Are there any study resources available to help me on the examinations?***

There are a number of study materials available for both the CASAC and Prevention examinations. Study guides for the Prevention examination can be purchased through the ICRC/AODA by calling (703) 294-5827.

***How long will it be before I get the results from my examination?***

You will receive the results from your examination within six weeks after the date of the examination.

***How long will it be before I'm scheduled for my CPM oral examination?***

You will be scheduled for your CPM oral examination approximately three months after you are notified that you have passed the CASAC written examination.

***Will OASAS accept my personal check?***

No. All fees must be made payable to NYS OASAS in the form of a certified check or money order. Personal checks will not be accepted and will be returned. This will only delay your application process or other paperwork.

***How will I know when it's time to renew my credential?***

A renewal application will be sent to you at least 120 days prior to the expiration date of your credential. Review CASAC and CPP/CPS renewal information for additional details.

***What happens if my credential expires?***

Once your credential has expired, you may not identify yourself as a credentialed counselor or credentialed prevention practitioner. If fewer than two years have elapsed since the expiration date of your credential, you may submit a written request to OASAS to reapply for the credential through the late renewal process. Review CASAC and CPP/CPS renewal information for additional details.

**For further information on the Credentialing process please visit the NYS OASAS website at: [www.oasas.state.ny.us](http://www.oasas.state.ny.us)**

