



Chemical Dependency Certificate Program Supplemental Application

This Supplemental application is required for admittance for the Chemical Dependency Certificate Program.

How to apply:

1. Complete the free electronic Jefferson Community College application, available at www.sunyjefferson.edu along with the Chemical Dependency Supplemental Application.
2. For new students please submit any college transcripts, degrees held, and course descriptions for completed human service/chemical dependency courses.
3. Submit one reference from an individual familiar with your human service related work and/or academic abilities.
4. Write a brief personal statement describing your human service related work and/or academic experience, and your goals within the chemical dependency field.
5. Submit Applications to:

SUNY Jefferson Enrollment Services, Office of Admissions
Room 6-007, Jules Center
1220 Coffeen Street
Watertown, NY 13601

For more information contact:

Trisha Howell, MSW, CASAC at (315)786-2476 or thowell@sunyjefferson.edu

Admissions Office at (315) 786-2277

Non-Human Service experience

Agency/Company (including address and phone #)	Your Title/Position Held	Dates of employment (volunteer or paid)

Certification/release by application

I, the undersigned, acknowledge that the information set forth in this document and attachments are true and accurate to the best of my knowledge. I give Jefferson Community College and designated members of the Chemical Dependency Program permission to contact references and/or employers listed. I understand that any information given in references will remain confidential between the College and references. I hereby hold harmless any and all liability from Jefferson Community College, Jefferson County and references resulting from providing information regarding my character, study habits, and/or abilities. I understand that any known false information given will result in a denial into the program.

Signature of Applicant

Date: ____/____/____.
(MM) (DD) (YYYY)

Attach the following to the application:

- Personal Statement
- Copy of college transcripts
- Copy of course descriptions
- Copy of degrees held
- Work/Academic reference
- Other material relevant to this application

Interpersonal Skills	0	0	0	0	0	0
Leadership	0	0	0	0	0	0
Regard for Others	0	0	0	0	0	0
Stress Management	0	0	0	0	0	0
Study Skills	0	0	0	0	0	0
Teamwork	0	0	0	0	0	0
Time Management	0	0	0	0	0	0
Capabilities as a human service professional	0	0	0	0	0	0

Comments: _____

Signature of reference

Date: / /
 (MM) (DD) (YYYY)

Please submit recommendation directly to: Trisha Howell at Jefferson Community College, 1220 Coffeen Street, Watertown, NY 13601