



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 all 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. Request a deficiency letter from OASAS (OASAS.NY.GOV) – follow instructions under credentialing
6. Submit Chemical Dependency Supplemental Applications to:

Amy O'Donnell or Kimberly Stearns
Jefferson Community College
1220 Coffeen Street
Watertown, NY 13601

To email submissions: aodonnell@sunyjefferson.edu
kstearns@sunyjefferson.edu

(the deadline for submission of applications is the second Monday in August)

For more information contact:

Amy O'Donnell, instructor of Chemical Dependency, 315-786-2476 or
aodonnell@sunyjefferson.edu

or

Admissions Office at (315) 786-2437



Chemical Dependency Supplemental Application

Name: _____
(Last) (First) (MI) J#

Date of Birth: ____ / ____ / ____
(MM) (DD) (YYYY)

Address: _____ Phone: _____
_____ Cell: _____
_____ Email: _____

Education

Associate's degree in Human Services/Chemical Dependency or related field i.e. CRJ with a 3.0 or higher GPA

_____ Date of degree

**** Current associate's degree students can only be entered into the certificate program by permission of the Chair of School of Education, Behavioral Sciences, and Public Safety or the Associate Vice President for Liberal Arts**

Bachelor's degree in Human Services/Psychology or related field with a GPA of 2.0 or higher

_____ Date of degree

Master's degree in related field

_____ Date of degree

**** If you have not met any of the above requirements, and are not eligible for the certificate program, you may register for the Chemical Dependency A.A.S. Degree Human Service related work experience**

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

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
- Deficiency letter from OASAS (if applicable)

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 Amy O'Donnell at Jefferson Community College,
 1220 Coffeen Street, Watertown, NY 13601