

Human Services Program  
Addiction Counselor Certification Preparation  
(ACCP)  
Admission Form

## Admission Requirements:

Enroll with the college at <https://www.chemeketa.edu/admission/enroll/> to obtain a Chemeketa student identification number (K number) and Chemeketa email address.

Submit official transcripts of courses completed from other colleges and/or universities along with the “Request for Evaluation and Transfer of Previous Credit” form. Please submit official transcripts and form to Enrollment Services, Building 2, Room 200.

## Admission packet must include:

1. Proof of Baccalaureate or Master’s degree requirement – submit a copy of official transcripts showing completion of a Baccalaureate or Master’s degree.
2. Addiction Counselor Certification Preparation Admission Form (see page 4)

Admission forms will be reviewed, and you will be contacted to determine a starting term.

## Criminal Background Check and Substance Use Test

This program does not require background checks or substance screening before entering the program. However, you should familiarize yourself with how prospective employers might use these procedures. Whether you are hired may depend on the information revealed in a background check. Federal or state laws and agency policy determine background check and substance use screening and testing requirements. For more information, visit <https://privacyrights.org/>.

Students with criminal histories may be prevented from obtaining certain field work experiences. See Oregon’s Rules and Policies Governing Background Checks <https://www.oregon.gov/dhs/BUSINESS-SERVICES/CHC/Pages/Policy-Rules.aspx>

## Financial Aid

Please go online to [www.mymoney.gov](http://www.mymoney.gov) for additional resources regarding financial literacy, education and planning. There are many topics at this website that will assist you in financial decision making.

## Course Registration and Payment

Consent is given by the office of the Behavioral Health Department to register for classes using the course record number (CRN) given in your MyChemeketa email account. Paying for the course is also done through MyChemeketa. You can access MyChemeketa through Chemeketa’s website.

**IMPORTANT:** Payment is due before the first day of the term or within 10 days of class registration (whichever is later) to avoid a \$25 late fee.

## Accessibility Services

Students should seek accommodation advising as soon as possible after admission to the Human Services program so that a plan for accommodation can be in place at the beginning of the program. Contact the Office of Accessibility Services to discuss the process of identifying reasonable accommodations. This office is located in Building 2, Room 1074 (telephone 503.399.5192 [voice/TTY] or email [studentaccess@chemeketa.edu](mailto:studentaccess@chemeketa.edu)) Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of Human Services practice for all students.

If a student is dissatisfied with any outcomes from Accessibility Services, they may appeal the decision through the Health Sciences Dean.

## Disclosure of Student Information

In compliance with the Family Educational Rights and Privacy Act (FERPA), Chemeketa Community College releases only very limited information regarding students. All Human Services students, including those who have filed a Request for Non-Disclosure of Student Information Form, should be aware that some confidential information may be shared. Contracts with practicum placement sites may require that the following information be made available about students placed at these sites: immunization status. Students may also be required to submit to a 10-panel drug screen urinalysis (UA) if requested by the practicum site. The results of this test will be made available to the requesting practicum site. This information is needed for purposes of student and patient safety.

Every effort is made to limit access to confidential student information to those who have a need to know. For more information regarding Non-Disclosure of Student Information, contact the Enrollment Services at 503-399-5001.

## Questions:

Contact the Behavioral Health and Health Promotion Department at 503.399.5081

# Human Services Addiction Counselor Certification Prep Admission Form

To apply for the Human Services ACCP program, please submit this signed form with the following documentation **in Building 7, Room 103**. **NOTE: Incomplete admission packets will not be accepted.**

- Chemeketa student identification number (K number) and Chemeketa email address
- Human Services Addiction Counselor Certification Prep Admission form
- Official transcripts showing completion of a Baccalaureate or Master's degree.

K# \_\_\_\_\_

My Chemeketa Email \_\_\_\_\_ Phone # \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please select the term you wish to start:**

- Summer
- Fall
- Winter
- Spring