



**CASAC/CRPA  
Scholarship Information  
and Application Packet**



**Helio Health**

# Helio Health Training Institute

## Scholarship Information

The Helio Health Training Institute has been awarded grant funding to offer scholarships to train 100 individuals to work in the substance use and mental health field. Scholarships are for individuals seeking to cover the cost of training to become either a Certified Alcoholism and Substance Abuse Counselor (CASAC) or a Certified Recovery Peer Advocate (CRPA).

Before applying for one of these scholarships, please read the following information on the courses, course structure, and program eligibility.

### **Credentialed Alcoholism and Substance Abuse Counselor (CASAC) 350 Initial Certification Course**

The CASAC is intended for individuals who provide alcoholism and substance abuse counseling services in approved work settings.

In order to become a CASAC in New York State, you must:

- Meet specific competency and ethical conduct requirements;
- Meet specific work experience requirements including up to 6,000 hours of work in the field;
- Meet minimum education (High School Diploma or equivalent) and training requirements; and
- Pass the International Certification and Reciprocity Consortium (IC&RC) Examination for Alcohol and Drug Counselors.

The Helio Health Training Institute is an approved OASAS Training provider for the delivery of the full CASAC 350 hour training for CASAC Certification.

This program will deliver all 350 hours of content in a 13 week intensive format. Each week participants will be expected to take and pass tests on that week's material. Classes will run Monday through Friday 9:00am – 4:00pm. During the eighth week of the program participants will have an opportunity to speak with local service providers about potential employment or internships to help them meet the CASAC work requirements. During the final week of class students will be guided through the process of completing and submitting the OASAS certification application. Six weeks following completion of the intensive course participants will need to attend a CASAC review class to help them prepare for the certification exam.

### **Certified Recovery Peer Advocate (CRPA) Initial Certification Course**

The New York Certification Board defines a Certified Recovery Peer Advocate (CRPA) as a person who provides outreach, advocacy, mentoring and recovery support services to those seeking or sustaining recovery. In order to become certified as a CRPA, a candidate must demonstrate they have completed 46 hours of appropriate education and training relevant to the performance domains of Advocacy, Mentoring/Education, Recovery/Wellness Support, and Ethical Responsibility.

To become a CRPA, individuals need to:

- Complete 500 hours of volunteer or paid work experience specific to the PR domains;
- Meet education (High School Diploma or equivalent) and training requirements;
- Pass the International Certification and Reciprocity Consortium (IC&RC) Exam for peers;
- Meet specific competency and ethical requirements

The Helio Health Training Institute is an approved NYCB provider of CRPA certification courses.

This program delivers all 46 required training hours, along with a Medically Assisted Therapy course across two weeks. Classes will run from 9:00am – 4:00pm daily during the course. During week two, participants will complete their CRPA provisional applications and have an opportunity to meet with peer service providers, about potential employment or internships, to help them meet the 500 hour CRPA work requirements. Four weeks after the completion of the course, participants will be invited back to complete a 6 hour review/exam prep course to help them study for the IC & RC exam.

### Eligibility Requirements

As this is a grant funded program, eligibility requirements are non-negotiable. To participate individuals receiving funding must:

1. Currently be living in Onondaga or Oswego County
2. Demonstrate household annual income below that shown below

| Persons in family/household | Income guidelines |
|-----------------------------|-------------------|
| 1                           | \$14,568          |
| 2                           | \$19,752          |
| 3                           | \$24,936          |
| 4                           | \$30,120          |
| 5                           | \$35,304          |
| 6                           | \$40,488          |
| 7                           | \$45,672          |
| 8*                          | \$50,856          |

\*For families/households with more than 8 persons, add \$5,184 for each additional person

3. Provide copy of high school diploma, GED, or TASC
4. Complete program application prescreening and prescreening interview

# Helio Health Training Institute

## Scholarship Application Form

This application is for individuals seeking scholarship funding and participation in AEI programming designed to cover the cost of training to become either a Certified Alcoholism and Substance Abuse Counselor (CASAC) or a Certified Recovery Peer Advocate (CRPA). Individuals who complete this application and meet eligibility requirements will be asked to attend an interview with the Training Institute Director or designee before a final decision is made on their acceptance into this program. Please complete all parts of this application and attach all required documentation, incomplete applications will not be processed.

### Part 1: Contact information

Last Name:  First Name:

Address:

City:  State:  Zip:

Email:

Contact Phone Number:

**Proof of residency in Onondaga or Oswego County is required**

### Part 2: Education

Do you have your High School Diploma or High School Equivalency? Yes:  No:

**Please provide a copy of your High School Diploma or equivalent with this application.**

Highest level of education completed (please check):

High School or Equivalent

Associates Degree  Major:  Minor:

Bachelor's Degree  Major:  Minor:

Master's Degree  Major:  Minor:

PhD  Major:

Do you currently hold any professional certification or license? Yes:  No:

If yes, which:  #



### Part 3: Financial Eligibility

To assess financial eligibility for this program we require the following information:

Primary source of income:

Annual household income: \$

Number of dependents :

**If employed please provide a recent paystub as proof of income.**

### Part 4: Current Employment

Are you currently Employed? Yes  No  (if No, please go to part 5)

If "yes" How many hours a week do you work?

Name of current employer:

### Part 5: Employment History

In the boxes below please list any work experience within the Substance Use Disorders field. This experience may include volunteer work and internships. (Use additional sheets if needed)

| Work location | Position | Dates |
|---------------|----------|-------|
|               |          |       |
|               |          |       |
|               |          |       |
|               |          |       |

### Part 6: Course Selection

I am applying for a place on the: (Please put a check in the box next to your selection)

CASAC 350 course

CRPA course



## Part 8: Additional Required Documentation Checklist

I have attached the following required items as part of this application.

A utility bill or other official document showing proof of residency in Onondaga or Oswego County

Copy of high school diploma or equivalent

A pay stub or other proof of income

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to select me for this program, or for discharge should I be selected.

In consideration for my placement in this program, I agree to abide by the rules and regulations of the Helio Health Training Institute, which rules may be changed, withdrawn, added or interpreted at any time, at the Institute's sole option and without prior notice to me.

I also acknowledge that my participation may be terminated, or any offer or acceptance of participation withdrawn, at any time, with or without cause, and with or without prior notice at the option of the Helio Health Training Institute or myself.

Signed:

Date:

---

### Official Use Only

Application received :

Application reviewed by:

Application approved

Application rejected

If application approved: Interview scheduled for:

Final determination: Candidate Approved

Candidate not accepted

Applicant informed on:

by:

---

Training Institute Signature

---

Date



**Helio Health**

*Where hope meets healing*

For more information please contact  
Training Institute Director, Jason Page at  
[jpage@helio.health](mailto:jpage@helio.health)