



**Oswego County AEI
CASAC
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 25 Oswego County residents to work in the substance use and mental health field. Scholarships are for individuals seeking to cover the cost of training to become a Certified Alcoholism and Substance Abuse Counselor (CASAC).

Before applying for this scholarship, please read the following information on the course, 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.

Classes will be held at Catholic Charities, 808 West Broadway, Fulton, NY 1306

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). 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:

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 7: 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 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
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