



CASAC 350 Hour Course

Information and Application

2022-2023

Program Overview

This program is designed to provide students with the necessary 350 hours of educational requirements needed to receive a CASAC Trainee (CASAC-T) Certificate. ***All courses are certified by the Office of Addiction Services and Supports (OASAS) through St. Joseph's Addiction Treatment and Recovery Centers. Education Provider Number ED0195***

Days and Times

Tuesdays & Thursdays
5-8pm

Location

The live class will take place via ZOOM.

Remote Learning Policy

Reliable internet access and a computer – All classes will be held online and will start at the designated times. All attendees are required to be on time to the virtual classes and remain in class until completion.

Microphone – This course is a live, interactive course. While the instructor may mute participants at certain times, participation is essential and you will be required to be involved in classroom discussions and presentations.

Web camera – As stated above, this is a live, interactive course. In order to meet the attendance requirements, all participants will be required to have their cameras on and to be visible to the class/instructor. Failure to do so will result in an “absence” from that class.

Schedule Overview

<i>Section</i>	<i>Dates</i>
CASAC Section 1: Knowledge of Alcoholism and Substance Abuse (85 hours)	<i>September 20, 2022 – January 5, 2023</i>
CASAC Section 2: Alcohol and Substance Abuse Counseling (150 hours)	<i>January 10, 2023 – June 27, 2023</i>
CASAC section 3: Assessment; Treatment Planning; Case Management; and Patient, Family and Community Education (70 Hours)	<i>June 29, 2023 – September 19, 2023</i>
CASAC Section 4: Professional and Ethical Responsibilities (45 Hours)	<i>September 21, 2023 – November 7, 2023</i>

Course Tuition Information

<i>Section</i>	<i>Tuition Fees</i>
<i>CASAC Section 1: Knowledge of Alcoholism and Substance Abuse (85 hours)</i>	<i>\$425</i>
<i>CASAC Section 2: Alcohol and Substance Abuse Counseling (150 hours)</i>	<i>\$750</i>
<i>CASAC section 3: Assessment; Treatment Planning; Case Management; and Patient, Family and Community Education (70 Hours)</i>	<i>\$350</i>
<i>CASAC Section 4: Professional and Ethical Responsibilities (45 Hours)</i>	<i>\$225</i>

\$1750 - Total Tuition

Payment Options

<i>15% Discount for paying in full</i>	
<i>\$1750 - \$262.50 = \$1487.50</i>	<i><u>13 Month Payment Installments =</u> \$134.62</i>

St. Joseph's Employee Benefit

For St. Joseph's Addiction Treatment & Recovery Centers' employees, the cost of tuition is waived in exchange for a two-year commitment upon obtaining CASAC-T certificate.



ST Joseph's
 ADDICTION TREATMENT
 & RECOVERY CENTERS

Payment Options

Please note: Payment does not have to be made at the time of application; however, payment, or confirmation of pending payment if working with a third-party payer, will be expected before your place can be confirmed. Additionally, Training Institute staff cannot take payment over the phone.

3rd Party Payer

Along with a copy of your payment confirmation letter, please provide the name and contact information for the payer so we can confirm arrangements with them.

Self-Pay

Personal checks should be made payable to St. Joseph's Addiction Treatment & Recovery Centers. Please note on the check the course that you are signing up for. Checks can be mailed or brought into St. Joseph's Addiction Treatment and Recovery Centers.

St. Joseph's Addiction Treatment & Recovery Centers
159 Glenwood Drive
Saranac Lake, NY 12983

I wish to pay for:

_____ The entire course (***15% Discount***)

_____ Section(s) _____

Credit Card

Credit card payments can be made by completing the information below and returning this form to St. Joseph's Addiction Treatment & Recovery Centers

Name as it appears on the card: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Card Information

Card Number: _____ Security Code: _____ Expiration Date: _____



350 Hour CASAC Program Student Application

Name: _____ Date: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone #: _____ Evening #: _____

Cell #: _____ E mail: _____

Class Times: Tuesday & Thursday 5:00 P.M. – 8:00 P.M.

Class Location: ZOOM

Education Completed to Date: **Please check highest level of education completed:**

GED

High School

Associates Degree

Bachelors Degree

Masters Degree

Doctorate

Other Certifications (Please list) _____

Do you currently have a CASAC application open with OASAS? (Circle one) **YES** **NO**

If YES: **Date application was opened:** _____ **Date application expires:** _____

Completed Hours to date (if any):

Section I Hours ___/85

Section II Hours ___/150

Section III Hours ___/70

Section IV Hours ___/45

Total completed CASAC Hours: _____/350 of Hours

Please list any relevant work experience you have regarding the CASAC credential and the date and locations of that work experience.

OASAS Licensed Agency

Dates Employed/Volunteered

Location	Position Held	Dates

Please describe your desire and motivation to complete the 350 Hour CASAC Education Program.

(Please use back of paper or attach additional documents if more room is needed)

Supervisors Endorsement (Please indicate why you believe this individual would benefit from this program)

I agree to pay the above stated price for the trainings requested in this application by one of the payment methods listed within the payment options section of this form.

Further, I understand that payment is due at least one week prior to the start of each training.

Failure to make payment by this deadline may result in my not being allowed to participate in the indicated training. Failure to pay for training may result in the withholding of training certificates.

Signed:

Applicant Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

**Please return this application to St. Joseph's via mail,
email or fax:**

Mail:

**St. Joseph's Addiction Treatment and Recovery Centers
CASAC Program
159 Glenwood Dr.
Saranac Lake, NY 12983**

Email:

g_hr@stjoestreatment.org

Fax:

(518) 891-1946

**If you have any questions, please contact St. Joseph's
Human Resources Department via email or phone:**

g_hr@stjoestreatment.org

Ruby Holleran (518) 891-3950 ext. 1212