

Are You Ready?

Can You Answer YES?

If you can answer YES to ALL FOUR of the following questions, you are ready to apply:

1. Have you completed or are you currently in AD 101?
2. Have you previously completed, tested out of, or are currently enrolled in WR 115?
3. Have you complete an advising session with Lucy Sheehey or Allen Hall and had your Advising Session Verification form signed?
4. Can you document (via the Verification Letters included in the application packet) that you have not abused alcohol or drugs in the last 18 months?

Application materials are included in the Student Handbook. You can also download the application packet from: www.pcc.edu/addiction

Still Have Questions?

If you still have questions after reading through the webpage and Student Handbook, one of the following staff members would be happy to help you:

Jon Gieber, PCC AD Department Chair	503.978.5254	jgieber@pcc.edu
Lucy Sheehey, AD Program Advisor / Tutor	503.978.5427	lsheehey@pcc.edu
Allen Hall, AD Program Advisor / Tutor	503.978.5271	allen.hall@pcc.edu

Note: Counselors already working in the field of Alcohol and Drug Counseling may apply for admission to individual courses on a space available basis. Contact department faculty to obtain permission.

Admission Checklist

	Alcohol & Drug Counseling Program Orientation
	Attend an orientation prior to applying to the program. Check our website for the Orientation schedule.
	Reading, Writing and Math Readiness
	<p>You <i>must</i> show readiness for entry into WR 121 one of three ways: have taken WR 115 or 121 in the last 3 years, already have a degree, or take PCC's placement tests. You will also need an assessment to determine your math placement. Telephone any of the following PCC Testing Centers to schedule an appointment:</p> <p style="text-align: center;">Cascade: 503.978.5234 Rock Creek: 503.614.7300 Sylvania: 503.977.4533 Southeast Center: 503.788.6277</p>
	Official College Transcripts
	Request official transcripts from any and all colleges you have attended other PCC. Depending on the time of year, it may take more than 4 weeks to process your request, so place your requests as soon as possible. It is your responsibility to ensure that transcripts are in our office by the deadline. Have transcripts mailed to: PCC, Candia Elliott JH/210A, 705 N Killingsworth St, Portland, OR 97217
	Advising Session / Signed Advising Verification
	Meet with one of the AD program advisors (contact information is below). Include Advising Verification form (signed by Lucy Sheehy or Allen Hall) when you submit your application materials.
	Completion of AD 101 Alcohol Use and Addiction
	You may apply if you are currently enrolled but have not yet completed course. You must complete the course with a letter grade of C or better before you will be able to join the program.
	Alcohol and Drug Counselor Program Application
	Complete and sign the PCC Program Application for Health Professionals.
	Alcohol and Drug Criteria Statement
	Read the AD Criteria Statement. If you are able, sign the form, indicating that you have been free from abuse of alcohol and/or other substances for the immediate eighteen months prior to the date of application to the program.
	Three Letters of Verification
	Choose three individuals who have known you for at least 18 months and are willing to attest to your non-abuse of alcohol and/or other substances for that time period to complete the Verification Letters included in the application packet. The form is to be returned to the department by mail in the envelope provided. It is your responsibility to ensure that the letters are received in our office by the deadline.
	Likelihood of Criminal Record Review
	Read and sign the form notifying you of the likelihood of a criminal record review as a prerequisite to employment as an alcohol and drug counselor.
	Submit Application Materials (5 Forms + 3 Verification Letters)
	Submit the PCC Application for Health Professionals, the signed Advising Verification form, the Long Term Planning Worksheet, the AD Criteria Statement, and the Acknowledgement of the Likelihood of Criminal Record Review to the division office at Cascade Campus, Jackson Hall 210. All forms must be completed, signed and dated. It is <u>your</u> responsibility to ensure that all application materials (including transcripts and Verification Letters) are received in our office by the application deadline.

Application materials are included in the Student Handbook and are available for download at the Alcohol and Drug Counselor Program website (www.pcc.edu/addiction).

Likelihood of Criminal Record Review

The purpose of this document is to ensure that each applicant to the Portland Community College Alcohol and Drug Counselor Program understands that a criminal record review is a likely prerequisite to employment in the human service field, including work as an addiction counselor, in the State of Oregon.

Please note that while a criminal record review is a likely occurrence for anyone seeking to work as an addiction counselor, a criminal record itself does not prevent one from working in the addiction counseling field. Many agencies consider a criminal record an asset when the crimes involved are linked to active addiction and the applicant is able to demonstrate recovery from addiction and, therefore, from criminal behavior.

The Criminal Record Review requirement is described in the Oregon Administrative Rules (410-007-0200 through 410-007-0380), which can be accessed for viewing via the internet.

While it is clear that each individual who wishes to work in the human service field in the State of Oregon will likely have to submit to a criminal background check, it is unclear what specific criminal convictions preclude an individual from working as an addiction counselor. According to the personnel of the Criminal Records Unit, there is no prior conviction that would result in a 100% exclusion from working in this field. Each individual's record is examined on a case-by-case basis and is considered with a specific employment site in mind. An individual who is allowed to work in one facility may not be allowed to work in another facility. Crimes that are the most likely to result in exclusion involve crimes of violence and crimes of sex. The majority of our practicum sites do not require practicum students to complete a criminal background check and thus a student will not be 100% certain of their employability as an addiction counselor until they have applied for an actual job.

Print Student Name

Student Signature

Date

This signed document serves as the student's acknowledgment that he/she understands the likelihood of a criminal records review as a prerequisite to employment in the addiction counseling field.

Alcohol and Drug Criteria

I hereby attest that I have not misused alcohol or other drugs for the eighteen (18) months immediately preceding this application. I attest that the information given in this application is correct and I grant permission to the Portland Community College Alcohol and Drug Counselor Program to verify any or all statements contained herein or given as part of my application including verification letters.

Print Applicant Name

Applicant Signature

Date

Verification Letter

_____ is applying to the Alcohol and Drug Counselor Program at Portland Community College. In order to qualify for admission, the applicant is required to provide documentation that he/she has been free of alcohol and/or drug abuse for eighteen months prior to admission to the program.

The College would appreciate your honest and candid evaluation of the applicant in this regard. Please complete the following information, sign the form, and return to the Alcohol and Drug Counselor Program.

Thank you.

Your Name _____

Address line 1: _____

line 2: _____

City _____ State _____ Zip _____

Employer _____

Telephone Home () - Work () - Message () -

How many years have you been acquainted with the applicant? _____

In what capacity have you been acquainted with the applicant? _____

What is the frequency of your contact with the applicant? _____

Describe the applicant's use of alcohol and other drugs:

To the best of your knowledge, has the applicant been free from any alcohol and/or other drug abuse for the past 18 months? yes no

Comments:

Signature: _____ Date _____

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Comments:

Signature: _____ Date _____

Admitted Student Advising Session

You will be notified of your admission status within one week from the application deadline.

If you are accepted into the program, your letter will include information on the next steps you need to take, including the date for the required Admitted Student Advising Session. This orientation will occur immediately before registration for the next term begins.

Again, this orientation is *REQUIRED* for all newly admitted AD Program students.