



Date Received (office use only): \_\_\_\_\_

## Return completed application and all documentation to:

**Portland Community College**  
**Allied Health Admissions, CA TEB 103**  
**705 N. Killingsworth St.**  
**Portland, OR 97217**

**healthca@pcc.edu**  
**Fax: 971.722.5167**  
**Phone: 971.722.5667**

## NOTE:

- Students are encouraged to attend an information session <http://www.pcc.edu/programs/medical-lab/info-sessions.html> or meet with the admissions advisor before applying.
- Admission is based on a point system. Generally 20 students are chosen each Fall, Winter and Spring Term for the Addiction Counseling program cohort. More students apply than we are able to place in the program.
- Students are encouraged to get all three classes that give points toward admission completed prior to applying to the program to be competitive for admission.
- It is your responsibility to ensure all contact information is current and correct, if you change addresses or phone numbers please contact admissions with the correct information.

## Applicant Information – Please Type or Print Clearly

PCC ID # **G** \_\_\_\_\_ Program you are applying for: ☐ Certificate ☐ AAS Degree

Name: \_\_\_\_\_  
*Last First MI Maiden*

Home Address: \_\_\_\_\_  
 \_\_\_\_\_  
*City State Zip*

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

PCC email: \_\_\_\_\_@pcc.edu

Have you applied to the ADC program before: ☐ No ☐ Yes If yes: Year \_\_\_\_\_

Previous colleges attended: College \_\_\_\_\_

College \_\_\_\_\_

Do you plan to earn another degree? If yes, which degree? ☐ AGS ☐ AS ☐ AAOT ☐ Other \_\_\_\_\_

### Optional - In case of emergency, please notify:

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**STUDENT SIGNATURE**

**DATE**

# Important Information for Applying

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## Prerequisite Requirements – Must pass with a “C” or better

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These classes must be completed or concurrently enrolled in during the term applications are being accepted:

- WR 121 – English Composition I
  - LIB 101 – Library Research and Beyond
  - AD 101 – Alcohol Use and Addiction
  - AD 160 – Basic Counseling Skills
  - AD 153 – Theories of Counseling
- Strong computer skills required to be successful.  
Recommend CAS 133 or CAS 100A as needed

**NOTE:** In the event you wish to substitute a course taken at another college or university for a PCC program requirement please contact the admissions coordinator to ensure that this course is an acceptable substitute. In some cases you may need to provide a course description or course syllabus. There is a limit to the number of credits that can be substituted.

Students must also be in good or warning academic standing in order to be admitted to the program.

## Requirements for Application

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- Complete all prerequisite requirements by the end of the term you are turning in your application. You may turn in your application prior to the completion of required classes, but need to pass all with a C or better by the end of term the application is accepted.
- Your application will not be considered complete until all documents have been turned in
  - ☐ Complete the Statements of Understanding on pages 3 and 4.
  - ☐ Have 3 people who have known you for at least the past 21 months complete a verification letter of non-abuse and place in a sealed envelope signed across the seal located on pages 5-7.
  - ☐ Provide unofficial transcripts from all colleges that you have attended **other than** Portland Community College. If you are currently enrolled in any prerequisite coursework at another college you must provide proof of enrollment with your application

## Application Timeline

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- See the website at <http://www.pcc.edu/programs/alcohol-counseling> for each Cohort's application dates.
- The application due date is firm, and all required documents must be in the Allied Health Admission office by that date or the application will not be processed.
  - All grades from in-progress prerequisite classes taken at other colleges must be in the Allied Health Admission office one week after the grade has been posted.
- Students will be notified within two weeks of the close of the application period of their acceptance status and students with the top points (or who are selected via the lottery in the likely event we have more than 20 applicants with 3 points) will be conditionally accepted and required to attend a mandatory AD New student Orientation and submit a first draft of a resume to the program Employment Specialist.
- Official acceptance will be sent after the AD New Student Orientation is completed, documentation that the resume was submitted is provided, and we are able to verify the applicant has passed all prerequisites that were in progress while applying. At that time, any students who have taken AD program coursework at a college other than Portland Community College will need to order official transcripts and have them evaluated by Student Records.

## Application Evaluation

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- Students will be given points for each class they have taken from the priority courses listed in the advising guide located at <http://www.pcc.edu/programs/alcohol-counseling/documents/prereqs.pdf>
- In the likely event we have more than 20 applicants with 3 points we will use a lottery for admission.

# STATEMENTS OF UNDERSTANDING

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**Please read and initial each of the statements below and on page 4 and sign on the bottom of page 4**

\_\_\_\_\_ I understand that if admitted to the AD program I am required to take between 11 credit hours my first term - this is called "Cohort." Required Cohort classes will be offered each term on Tuesday and Thursday evenings and on Saturdays.

\_\_\_\_\_ I understand 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 or Washington.

Please note that while a criminal record review is likely for anyone seeking to work as an addiction counselor, a criminal history itself does not prevent one from working in the addiction counseling field. Some agencies consider a criminal history 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.

Each facility or practicum site has their own requirements for volunteering (practicum) and employment. Multiple factors may be considered by each facility including the nature of the crime, the number of years since the crime was committed, and the steps the applicant has taken to reduce the risk of reoffending. Students who have a criminal background will want to take the course AD 278 Practicum Preparation as early as possible in order to have extra time to work through any issues that may arise as you apply for practicum.

Students with criminal histories who are still on probation or parole will have great difficulty in finding a practicum site or employment in the addiction counseling field.

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.

[http://cms.oregon.gov/DHS/admin/dwssrules/adopted/407\\_007\\_b.pdf](http://cms.oregon.gov/DHS/admin/dwssrules/adopted/407_007_b.pdf)

\_\_\_\_\_ I attest that I have not abused alcohol or other drugs for the twenty-one (21) months immediately preceding this application, in order to meet the Oregon State requirements for recovery when beginning my practicum experience.

From Page 21 of the ISSR's for Alcohol and Drug Counselors: "Recovering Staff: Program staff, contractors, volunteers and interns recovering from a substance-use disorder, providing treatment services or peer support services in alcohol and other drug treatment programs, must be able to document continuous abstinence under independent living conditions or recovery housing for the immediate past two years."

\_\_\_\_\_ If I am addicted to nicotine in any form, I realize that this may limit my options to obtain a practicum site placement and/or employment, as many sites view this as a drug addiction. The course AD 106 Smoking Cessation should, therefore, be taken early in my program.

\_\_\_\_\_ I understand that if there is suspicion of abuse of drugs and/or alcohol at any time during my program in Addiction Counseling program I may be removed from the program. I may be asked to provide proof that I have not abused drugs or alcohol, and will meet with an advisor and/or the Department Chair to continue with the program.

\_\_\_\_\_ I understand that if I am accepted into the program I must attend a mandatory New Student Orientation. The date for the Spring 2019 Cohort Orientation is Wednesday, February 27th from 4:00 – 6:00 pm. The room number will be provided upon acceptance.

\_\_\_\_\_ I understand that if I am accepted into the program I am required to meet with or submit a resume for critique with Tanya Maldonado, program Employment Specialist and instructor for AD 278: Practicum Preparation, *no later than* one week prior to the start of the term in which I have been admitted to the Program.

\_\_\_\_\_ I understand that if I am accepted into the program I am required to make an appointment with Karen Henry, the Allied Health Advisor, to create a plan for completing my AD Certificate or AAS degree by April 1.

\_\_\_\_\_ I understand that once admitted to the AD program, I must pass all AD program classes with a C or better. In the event that I do not pass an AD course with a C or better, I will need to meet with the program advisor to create an AD program learning plan. I may also need to meet with the AD Department Chair. Registration into repeated cohort classes is not guaranteed for me, even after successfully completing a learning plan. If there is room in a cohort class, students who have filed a learning plan with the program advisor will be put on a list by date of plan completion, and will be contacted and offered a spot when available. In the event that a class is not successfully completed more than once, or that I do not pass more than one class in a single term, it is possible I will be removed from the program.

\_\_\_\_\_ If I withdraw after the first week of class or fail to complete AD 278 – Practicum Prep, it is understood that I am not ready for Practicum. I will need to make an appointment with the Addiction Counseling advisor to determine skills needed to succeed and will need to wait one full term before signing up for AD 278 again. This class requires computer skills, which is an important skill not only for this class, but for success as a counselor. If you do not have strong computer skills you may want to take CAS 133 – Basic Computer Skills.

\_\_\_\_\_ I understand that there will be additional costs, including, but not limited to, criminal background checks, ACCBO registration, infectious disease inoculations, and other practicum agency or program requirements.

\_\_\_\_\_ I attest that the information given in this application is correct and I grant permission to the Portland Community College Addiction Counselor Program to verify any or all statements contained herein or given as part of my application including verification letters.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

# VERIFICATION FORM

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\_\_\_\_\_ is applying to the Addiction Counselor program at Portland Community College.  
Student Name

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 21 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 Addiction Counselor Program. **Please place in a sealed envelope and sign across the closure.** The applicant can either turn in the sealed envelopes with their application or have the evaluator mail it separately.

Thank you.

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Your Name: \_\_\_\_\_

Home/Cell: \_\_\_\_\_ Email \_\_\_\_\_

- How many years have you been acquainted with the applicant? \_\_\_\_\_
- In what capacity have you been acquainted with the applicant? \_\_\_\_\_
- To the best of your knowledge, has the applicant been free from any alcohol and/or drug abuse for the past 21 months? ☐ Yes ☐ No

Comments (optional):

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

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

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Comments (optional):

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Comments (optional):

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