



## **Chemical Dependency Certificate Program Supplemental Application**

This Supplemental application is required for admittance for the Chemical Dependency Certificate Program.

### **How to apply:**

1. Complete the free electronic Jefferson Community College application, available at [www.sunyjefferson.edu](http://www.sunyjefferson.edu) along with the Chemical Dependency Supplemental Application.
2. For new students please submit all college transcripts, degrees held, and course descriptions for completed human service/chemical dependency courses.
3. Submit one reference from an individual familiar with your human service related work and/or academic abilities.
4. Write a brief personal statement describing your human service related work and/or academic experience, and your goals within the chemical dependency field.
5. Submit Applications to:

SUNY Jefferson Enrollment Services, Office of Admissions  
Room 6-007, Jules Center  
1220 Coffeen Street  
Watertown, NY 13601

*(the deadline for submission of applications is the second Monday in August)*

### **For more information contact:**

Paul Alteri, Public Safety Department Chair, 315-786-2442, [palteri@sunyjefferson.edu](mailto:palteri@sunyjefferson.edu)  
Admissions Office at (315) 786-2277



**Chemical Dependency Supplemental Application**

Name: \_\_\_\_\_  
(Last) (First) (MI) J#

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(MM) (DD) (YYYY)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Cell: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

**Education**

Associate's degree in Human Services/Chemical Dependency or related field i.e. CRJ with a 3.0 or higher GPA

\_\_\_\_\_ Date of degree

**\*\* Current associate's degree students can only be entered into the certificate program by permission of the Public Safety Department Chair or the Associate Vice President for Liberal Arts**

Bachelor's degree in Human Services/Psychology or related field with a GPA of 2.0 or higher

\_\_\_\_\_ Date of degree

Master's degree in related field

\_\_\_\_\_ Date of degree

**\*\* If you have not met any of the above requirements, and are not eligible for the certificate program, you may register for the Chemical Dependency A.A.S. Degree**

**Human Service related work experience**

<b>Agency/Company (including address and phone #)</b>	<b>Your Title/Position Held</b>	<b>Dates of employment (volunteer or paid)</b>

**Non-Human Service experience**

<b>Agency/Company (including address and phone #)</b>	<b>Your Title/Position Held</b>	<b>Dates of employment (volunteer or paid)</b>

### **Certification/release by application**

I, the undersigned, acknowledge that the information set forth in this document and attachments are true and accurate to the best of my knowledge. I give Jefferson Community College and designated members of the Chemical Dependency Program permission to contact references and/or employers listed. I understand that any information given in references will remain confidential between the College and references. I hereby hold harmless any and all liability from Jefferson Community College, Jefferson County and references resulting from providing information regarding my character, study habits, and/or abilities. I understand that any known false information given will result in a denial into the program.

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(MM) (DD) (YYYY)

### **Attach the following to the application:**

- Personal Statement
- Copy of college transcripts
- Copy of course descriptions
- Copy of degrees held
- Work/Academic reference
- Other material relevant to this application
- Deficiency letter from OASAS (if applicable)



Interpersonal Skills	0	0	0	0	0	0
Leadership	0	0	0	0	0	0
Regard for Others	0	0	0	0	0	0
Stress Management	0	0	0	0	0	0
Study Skills	0	0	0	0	0	0
Teamwork	0	0	0	0	0	0
Time Management	0	0	0	0	0	0
Capabilities as a human service professional	0	0	0	0	0	0

Comments: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of reference

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (MM) (DD) (YYYY)

Please submit recommendation directly to: Paul Alteri at Jefferson Community College, 1220 Coffeen Street, Watertown, NY 13601