

**PART C - CASAC 350-Hour Certificate Program - - Community Based Organizations
Standardized Curriculum
(All information must be typed)**

EDUCATION AND TRAINING PROVIDER NAME:

Section I – Knowledge of Alcoholism and Substance Abuse (85 clock hours) – [Must include a minimum of 4 hours of training related to tobacco use and nicotine dependence]

EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Basic Knowledge: Physical and Pharmacological Effects (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
Alcohol, Tobacco and Other Drugs (ATOD) use and abuse	
How the brain and other body parts react to ATOD ingestion	
ATOD pharmacology and interaction of ATOD with other medications	
The nature of addiction	
The natural history of alcoholism and other drug dependence	
Genetic factors that may contribute to dependence	
The Bio-Psycho-Social model of addiction; and particular substances of abuse (e.g., alcohol, amphetamine and related substances, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine and related substances, sedatives, hypnotics, anxiolytics, etc.)	

Content must cover a minimum of 30 clock hours - - a minimum of 4 of the 30 must be related to tobacco use; nicotine dependence; interventions; treatment and recovery and nicotine replacement therapy (NRT) - - please indicate course(s) that contain this required 4 hours of content.

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
<input type="checkbox"/>	Group/Experiential Activity

<input type="checkbox"/>	Other (please describe)
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Educational Goals (provide a brief statement of the expected outcomes of this course)

Educational Objectives: (Provide in measurable terms, specific knowledge, skills and abilities to be acquired by the learner. Provide approximately one objective for every two hours of instruction)

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Overview of the Addictions Field (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
The history of alcohol and drugs	
Terms and concepts related to theory, research and practice and faith based treatment approaches	
Basic concepts of social, political, economic and cultural systems and their impact on drug-taking activity	
Risk and protection factors that characterize individuals and groups and their living environments	
The continuum of addiction services, prevention, treatment, recovery and relevant levels of intervention and care	
The continuum of drug use to include initiation; intoxication; harmful use; abuse; dependence; withdrawal; relapse and recovery	

Content must cover a minimum of 28 clock hours

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
<input type="checkbox"/>	Group/Experiential Activity

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Educational Goals (provide a brief statement of the expected outcomes of this course).

Educational Objectives: (Provide in measurable terms, specific knowledge, skills and abilities to be acquired by the learner. Provide approximately one objective for every two hours of instruction)

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Diversity of Intervention and Treatment Approaches (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
Specific therapy models	
Medication supported recovery (medication assisted treatment) {including but not limited to methadone; buprenorphine; alcohol dependence medications and psychiatric medications	
Non-traditional treatment methods	
The theory and practice of recognized (i.e., having some basis in literature, research, common or licensed/regulation practice) intervention and treatment approaches; and OASAS licensed and/or funded modalities and therapy models that address ATOD-related problems and diagnoses.	

Content must cover a minimum of 12 clock hours

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
<input type="checkbox"/>	Group/Experiential Activity

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Educational Objectives: (Provide in measurable terms, specific knowledge, skills and abilities to be acquired by the learner. Provide approximately one objective for every two hours of instruction)

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Introduction to Diagnostic Criteria (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
Various assessment instruments and diagnostic tools for alcoholism and substance abuse treatment, including but not limited to the current Diagnostic and Statistical Manual (DSM), International Classification of Diseases (ICD) standards and the Addiction Severity Index (ASI), as well as level of care determination tools such as the OASAS LOCADTR and A.S.A.M. Patient Placement Criteria	

Content must cover a minimum of 6 clock hours

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
<input type="checkbox"/>	Group/Experiential Activity

<input type="checkbox"/>	Other (please describe)
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Educational Goals (provide a brief statement of the expected outcomes of this course).

Educational Objectives: (Provide in measurable terms, specific knowledge, skills and abilities to be acquired by the learner. Provide approximately one objective for every two hours of instruction)

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Knowledge of 12 Step and Mutual Aid Groups (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
The history, theory/philosophy, principles and practices of the 12 Steps and other types of mutual aid groups.	

Content must cover a minimum of 6 clock hours

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

	Knowledge/Theory Based
	Skills Transfer

Method of delivery:

	Instructor Led Classroom
	Group/Experiential Activity

	Other (please describe)
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Educational Goals (provide a brief statement of the expected outcomes of this course).

Educational Objectives: (Provide in measurable terms, specific knowledge, skills and abilities to be acquired by the learner. Provide approximately one objective for every two hours of instruction)

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Toxicology Testing/Screening (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
Basic concepts of toxicology screening options, limitations and legal implications as well as reporting language and the meaning of toxicology reports	

Content must cover a minimum of 3 clock hours

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
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Educational Goals (provide a brief statement of the expected outcomes of this course).

Educational Objectives: (Provide in measurable terms, specific knowledge, skills and abilities to be acquired by the learner. Provide approximately one objective for every two hours of instruction)

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Section II– Alcoholism and Substance Abuse Counseling (150 clock hours) – [Must include a minimum of 15 hours of training specific to Cultural Competence]

EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Individual Counseling (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
The essentials of alcoholism and substance abuse counseling with individuals, including the theory and practice of clinical management of the recovery of individuals and the application of diagnostic criteria;	
Counselor communication skills;	
Skills and techniques that focus on the barriers to recovery including vocational habilitation and other multiple rehabilitation needs;	
Dealing with the biological, psychological, social, emotional and spiritual aspects of recovery and how to integrate these to prevent the onset of active Alcohol, Tobacco and Other Drugs (ATOD) use, relapse prevention planning, and long term recovery;	
Counseling individuals about the use of addiction medications (including but not limited to methadone; buprenorphine; alcohol dependence medications; and psychiatric medications).	

Content must cover a minimum of 45 clock hours including 6 hours of vocational-related skills and 6 hours of relapse prevention skills

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
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<input type="checkbox"/>	Other (please describe)
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Educational Goals (provide a brief statement of the expected outcomes of this course).

Educational Objectives: (Provide in measurable terms, specific knowledge, skills and abilities to be acquired by the learner. Provide approximately one objective for every two hours of instruction)

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Group Counseling (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
The essentials of alcoholism and substance abuse counseling with groups of individuals;	
The use of addiction medications (including but not limited to methadone; buprenorphine; alcohol dependence medications; and psychiatric medications);	
Group theory including stages of group development and tasks of the counselor at different stages of the process;	
Group dynamics, techniques and interventions used in group settings and group techniques designed for or modified for, specific populations;	
Support groups.	

Content must cover a minimum of 30 clock hours including 6 hours of relapse prevention material

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
<input type="checkbox"/>	Group/Experiential Activity

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Educational Goals (provide a brief statement of the expected outcomes of this course).

Educational Objectives: (Provide in measurable terms, specific knowledge, skills and abilities to be acquired by the learner. Provide approximately one objective for every two hours of instruction)

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Counseling Special Populations/Cultural Competence (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
The specific ATOD prevention/treatment needs of particular populations and development of the skills necessary to effectively counsel individuals in those populations; <i>“Special population” is defined</i> by race; minority/protected status; ethnicity; gender; religion; legal status; age; and/or other status (to include content specific to veterans, trauma survivors, criminal justice-involved, sexual orientation, domestic violence, co-existing psychiatric disorders, compulsive behavior disorders or other disabilities.)	
An ability to understand, communicate with, and effectively interact with people across diverse cultures; <i>Cultural competence comprises four components:</i> (a) Awareness of one's own cultural worldview, (b) Attitude towards cultural differences, (c) Knowledge of different cultural practices and worldviews, and (d) Cross-cultural skills.	

Content must cover a minimum of 30 clock hours including 15 hours specific to Cultural Competency - - please indicate course(s) that contain this required 15 hours of content.

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
<input type="checkbox"/>	Group/Experiential Activity

<input type="checkbox"/>	Other (please describe)
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Educational Goals (provide a brief statement of the expected outcomes of this course). Designate as either knowledge/theory based or skills transfer/interactive:

Educational Objectives: (Provide in measurable terms, specific knowledge, skills and abilities to be acquired by the learner. Provide approximately one objective for every two hours of instruction)

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Effects on Family - - Counseling Families and Significant Others (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
The basic theory and skills needed by alcoholism and substance abuse counselors to work effectively with individual family members, significant others and whole families, including co-dependency; issues relating to children of chemically addicted persons;	
Genograms;	
The application of systems theory to practice with families;	
In addition, this section must address relapse prevention topics (e.g. awareness of relapse process, maintaining commitment to recovery, utilizing available resources) aimed to assist the families/significant others of ATOD clients	

Content must cover a minimum of 21 clock hours including 6 hours specific to relapse prevention with families/significant others

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Theories of Human Development and the Relationship to Substance Abuse (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
Various theories on human growth and development (i.e., physical, psychological, emotional and spiritual development of human beings) with the emphasis on substance abuse.	

Content must cover a minimum of 12 clock hours

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
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Educational Goals (provide a brief statement of the expected outcomes of this course). Designate as either knowledge/theory based or skills transfer/interactive:

Educational Objectives: (Provide in measurable terms, specific knowledge, skills and abilities to be acquired by the learner. Provide approximately one objective for every two hours of instruction)

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Health, Wellness and Communicable Diseases (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
The medical issues common to individuals with ATOD disorders, including HIV and AIDS, STD's, TB, hepatitis and other communicable diseases, as well as interventions which promote health and wellness.	

Content must cover a minimum of 12 clock hours

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
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Educational Goals (provide a brief statement of the expected outcomes of this course). Designate as either knowledge/theory based or skills transfer/interactive:

Educational Objectives: (Provide in measurable terms, specific knowledge, skills and abilities to be acquired by the learner. Provide approximately one objective for every two hours of instruction)

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Section III– Assessment; Clinical Evaluation; Treatment Planning; Case Management; and Patient, Family and Community Education (70 clock hours)

EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Assessment and Evaluation (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
Knowledge sufficient to determine the presence and extent of any Alcohol, Tobacco and Other Drugs (ATOD)-related problems and make a determination of any needed initial services to include: <ul style="list-style-type: none"> - rapport building; - systematic data gathering from client and collateral sources concerning all functional areas; - screening and assessment instruments; - application of accepted substance use disorder diagnostic criteria to make treatment recommendations; - screening for other non-substance specific issues which can impact on assessment and treatment planning (e.g., suicidality, indicators of possible mental health disorder, medical conditions, gambling problems, etc.); - determining treatment readiness; - sharing of assessment results. 	

Content must cover a minimum of 24 clock hours

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

	Knowledge/Theory Based
	Skills Transfer

Method of delivery:

	Instructor Led Classroom
	Group/Experiential Activity

	Other (please describe)
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Educational Goals (provide a brief statement of the expected outcomes of this course). Designate as either knowledge/theory based or skills transfer/interactive:

Educational Objectives: (Provide in measurable terms, specific knowledge, skills and abilities to be acquired by the learner. Provide approximately one objective for every two hours of instruction)

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Treatment Planning, Client Record Keeping and Discharge Planning (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
Knowledge of the cooperative process by which counselor and client devise an alcoholism and substance abuse treatment plan;	
Knowledge of components of the treatment plan including goal setting, measurable objectives, time frames; activities, evaluation, relapse prevention and discharge planning;	
Knowledge of the roles and tasks of the interdisciplinary treatment team in carrying out the treatment and discharge plan;	
Knowledge of the content of clients' records and related documentation and record-keeping methods and processes;	
Knowledge of the essential components of client records; including release forms, assessments, treatment plans, progress notes and discharge summaries and plans – to include skills to compose timely, clear, complete and concise records that comply with regulations; documentation of information in an objective and legible manner;	
Skills to utilize new technologies in the production of client records	

Content must cover a minimum of 24 clock hours

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
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Educational Goals (provide a brief statement of the expected outcomes of this course). Designate as either knowledge/theory based or skills transfer/interactive:

Educational Objectives: (Provide in measurable terms, specific knowledge, skills and abilities to be acquired by the learner. Provide approximately one objective for every two hours of instruction)

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Case Management, Referral and Service Coordination (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
Practical knowledge, and develops skills in case management, monitoring, ongoing assessment, and referral of the alcoholism or substance abusing/dependent client to the appropriate services in a suitable level of care;	
Knowledge on documentation of service coordination activities throughout the continuum of care and the ability to apply placement, continued stay and discharge criteria for each modality on the continuum of care.	

Content must cover a minimum of 12 clock hours

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
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Educational Goals (provide a brief statement of the expected outcomes of this course). Designate as either knowledge/theory based or skills transfer/interactive:

Educational Objectives: (Provide in measurable terms, specific knowledge, skills and abilities to be acquired by the learner. Provide approximately one objective for every two hours of instruction)

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Patient, Family and Community Education and Prevention (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
Presentation and training techniques that address how to provide relevant information about ATOD abuse and related problems to patients, families & communities to encourage wellness and increase understanding of addiction;	
Presentation and training techniques that address and support substance abuse prevention, treatment and the recovery process;	
Knowledge of the connection of the theories and models of ATODG prevention to current best practices, including OASAS' Risk & Protection framework, SAMHSA's Strategic Prevention Framework, model programs and environmental strategies;	
Knowledge of the importance of life skills to the prevention and treatment of substance use disorders.	

Content must cover a minimum of 10 clock hours

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
<input type="checkbox"/>	Group/Experiential Activity

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Educational Goals (provide a brief statement of the expected outcomes of this course). Designate as either knowledge/theory based or skills transfer/interactive:

Educational Objectives: (Provide in measurable terms, specific knowledge, skills and abilities to be acquired by the learner. Provide approximately one objective for every two hours of instruction)

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Section IV– Professional and Ethical Responsibilities (45 clock hours) – [Must include 15 hours specific to Ethics for Addiction professionals (please indicate course(s) that contain this required 15 hours of content) and a minimum of 2 hours in Child Abuse and Maltreatment: Mandated Reporter NYS Education Department approved training]

EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Counselor-Client Relationships (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
Knowledge of the therapeutic alliance as a unique relationship between counselor and client, integrating basic counseling skills, critical thinking, ethical standards and professional responsibilities to the client. Topics include, but are not limited to - - clinical boundaries, transference and counter-transference; counselor self-disclosure; recovery issues; sexual harassment; response and responsibility to seek and utilize clinical supervision; self-awareness regarding cultural bias and the need for cultural competency within the counselor/client relationship.	

Content must cover a minimum of 18 clock hours

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
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Educational Goals (provide a brief statement of the expected outcomes of this course). Designate as either knowledge/theory based or skills transfer/interactive:

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Ethical Decision Making & Conduct (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
Provides knowledge of the use of critical thinking and analysis in effective ethical decision-making;	
Examines the differences between virtue ethics and ethical decision-making by formal codes of ethics;	
Provides knowledge of professional and ethical responsibilities of Addictions Counselors; includes formal canons of ethical principles, must include but is not limited to, the CASAC Canon of Ethical Principles, the American Psychological Association Code of Ethical Principles and Code of Conduct, the ethical codes of the American Counseling Association and of the National Association of Social Workers, the American Association for Marriage and Family Therapy and the National Organization for Human Service Education;	
Examines clinical supervision as an ethical obligation throughout the career of a counselor.	

Content must cover a minimum of 9 clock hours

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
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Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
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Educational Goals (provide a brief statement of the expected outcomes of this course). Designate as either knowledge/theory based or skills transfer/interactive:

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Confidentiality/Legal Issues (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
Knowledge of current federal (42CFR Part 2, Health Insurance Portability and Accountability Act [HIPAA] Sections 160 & 164), and state laws governing the appropriate delivery of alcoholism and substance abuse services	
Emphases on program specific policies/procedures involving confidentiality, as well as legal issues that relate to alcoholism and substance abuse clients	
An understanding to seek clinical supervision on complex issues relating to confidentiality and legal matters	
Information which addresses confidentiality and legal issues associated in work with clients impacted by HIV/AIDS	

Content must cover a minimum of 9 clock hours

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
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Educational Goals (provide a brief statement of the expected outcomes of this course). Designate as either knowledge/theory based or skills transfer/interactive:

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

- **Course Title: Child Abuse and Maltreatment: Mandated Reporter Training – New York State Education Department approved training/curriculum - - The NYS Office for Children and Family Services (OCFS) Mandated Reporter Resource Center** offers NYS Education Department approved [on-line training for mandated reporters](#) in New York State so that every mandated reporter has the knowledge and skills to be able to: effectively report child abuse or maltreatment/neglect to the NYS Child Abuse and Maltreatment Register. To access this course: <http://www.nysmandatedreporter.org/TrainingCourses.aspx> **(2.00 clock hours)**

Please provide information on how your students will complete this requirement. If students are required to complete the on-line course (noted above) to meet the OASAS regulatory requirement they must generate the certificate of completion for this online course and submit to you to be retained on file prior to issuing the CASAC 350-Hour Certificate of Completion.

If you or your staff have completed the NYS Office for Children and Family Services (OCFS) Training of Trainers (TOT) for this curriculum please include their names and titles and a copy of their TOT Certificate of Completion with this application. Delivery of this curriculum by this staff member will fulfill the OASAS regulatory requirement for individuals completing the course.

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EDUCATION AND TRAINING PROVIDER COURSE INFORMATION

Course Title: Counselor Wellness (to include required content areas below)

Content	Indicate Number of Clock Hours of Delivery for Each
The definition of compassion fatigue, burnout and other job-related stresses and how to identify, prevent and recover from its effects through knowledge on: why compassion fatigue occurs and who is at risk; connection between PTSD and compassion fatigue; recognition of symptoms; and prevention and recovery strategies, including the role of clinical supervision	
Knowledge of the importance of self-care for the Alcoholism & Substance Abuse Counselor, and the relationship between a healthy body, a healthy mind and counselor wellness, and techniques for fostering that relationship (Examples include but are not limited to, nutrition awareness, relaxation techniques, personal growth and clinical supervision)	
Knowledge of Counselor Wellness programs, including how to develop agency resources to offer counselor assistance, especially alcoholism & substance abuse intervention services and referrals (e.g. Employee Assistance Programs (EAP)); and peer support	
Knowledge of alcoholism & substance abuse impairment and misconduct and identification of such, as well as guidelines for a counselor's return to work as a direct care provider following a period of impairment	

Content must cover a minimum of 7 clock hours

Course Description (include an outline of delivery of content areas):

Indicate type of course and method of delivery (check all that apply):

Type of course:

<input type="checkbox"/>	Knowledge/Theory Based
<input type="checkbox"/>	Skills Transfer

Method of delivery:

<input type="checkbox"/>	Instructor Led Classroom
<input type="checkbox"/>	Group/Experiential Activity

<input type="checkbox"/>	Other (please describe)
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Educational Goals (provide a brief statement of the expected outcomes of this course). Designate as either knowledge/theory based or skills transfer/interactive:

Educational Objectives: (Provide in measurable terms, specific knowledge, skills and abilities to be acquired by the learner. Provide approximately one objective for every two hours of instruction)