



**OASAS Certified Education and Training Provider (ETP)
TRAINING READINESS ASSESSMENT EXAMPLE**

This checklist is designed to enable the training provider to assess the applicant's readiness to successfully participate in and complete credential training. Please answer each question "Yes", "No" or "N/A".

The applicant is training-ready if all answers are "Yes". If the applicant answers "No" to any of the questions provided, the OASAS Certified Education and Training Provider will work with the applicant to develop a plan to address challenges. If the challenges are not/cannot be addressed within an agreed upon and reasonable time frame, the applicant should not be accepted for the upcoming training cycle, but may apply again when all identified challenges (e.g.: logistical, educational, social and legal) are addressed. The outcome of the assessment shall be made in writing. The assessment must note the date the assessment was reviewed with the applicant, agreed upon next steps, and signed by the applicant and the Training Provider. Attach the written assessment to this Training Readiness Assessment and place in the applicant's file when the applicant is accepted for training.

Logistical Readiness:

- ___ Has the applicant completed the training enrollment application?
- ___ Has the applicant reviewed and agreed in writing with the training program's course schedule, behavior and attendance policy?
- ___ Does the applicant have reliable transportation in place to attend training regularly?
- ___ Does the applicant agree to wear appropriate clothing during training, while working in an internship, or field placement?

Education Readiness:

___ **Is there documentation the applicant can read at a 6th grade level?**

Reading level determined by (one) of the following tests: Adult

- Basic Learning Exam (ABLE) or
- Test for Adult Basic Education (TABE),
- Diagnostic Vocational Evaluation (DVE) by ACCES-VR.

___ Does the Applicant have one or more of the following **documents** (check the box for the highest level that applies):

- High School Diploma
- High School Equivalency Exam such as the GED or Test Assessing Secondary Completion (TASC) (replaced GED in 2014)
- Some College classes
- College Degree



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Has the applicant read and signed a statement of understanding that completing their education is a step towards obtaining their credential, but that further steps are needed? Please see the required steps on the OASAS website: https://www.oasas.ny.gov/sqa/credentialing/CASACreq.cfm

Social and Legal Readiness

- Has the applicant addressed any personal challenges (medical, childcare, legal) that would interfere with his/her training schedule?
Is the applicant aware of the need to be fingerprinted prior to engaging in a training internship or becoming employed by an OASAS certified program?
Please note, if the applicant has prior legal involvement it does not automatically bar them from being able to participate in an internship or obtain employment, but proof of rehabilitation such as, personal statements, letters of reference, or a Certificate of Conduct may be requested by the OASAS CBC Unit.
Has the applicant provided documentation of at least three personal, professional/academic references?

Computer Literacy

- Is the applicant able to demonstrate computer literacy:
- Write, send and access e-mail
- Use a word processing program
- Research via Google, academic Websites, etc.
- Open, send and forward attachments
Has the applicant provided the following requested typed writing sample?
Writing Essay: Why I Decided to Become a:
- Credentialed Alcoholism and Substance Abuse Counselor, or
- Credentialed Prevention Professional/Specialist

OASAS Certified Education and Training Provider Authorized Representative

Signature:
Applicant Printed Name:
Applicant Signature:
Date: