

CASAC Credential Upgrade Application Packet

Only Applies to CASACs Applying for Upgrade to:

CASAC 2

CASAC – Advanced Counselor

CASAC – Master Counselor



**Office of Addiction
Services and Supports**

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Please return **only the forms in bold** with your application documentation. Application instructions may be retained for your reference throughout the renewal process.

CREDENTIALLED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR (CASAC) UPGRADE APPLICATION

PURPOSE OF THE UPGRADE IN CREDENTIALLED STATUS

The New York State Office of Addiction Services and Supports (OASAS) is committed to enhancing the quality of services in New York State through the professional development of the Substance Use Disorder (SUD) services workforce. To ensure that counselors who provide direct care in SUD programs are competent and ethical in their work and skilled in meeting the needs of today's society, OASAS issues a professional credential -- the Credentialed Alcoholism and Substance Abuse Counselor (CASAC) -- to individuals who meet specific eligibility requirements and pass appropriate examinations. To ensure continued competence and maintenance of skills, the CASAC must be renewed every three years. In addition, OASAS offers levels of the CASAC based on the SUD Counselor Scope of Practice; CASAC 2, CASAC Advanced Level and CASAC Master Level. The Counselor Scope of Practice establishes a framework for a career ladder with minimum qualifications and defined scope of practice for the CASAC, CASAC Level 2, Advanced Counselor, and Master Counselor levels. The Counselor Scope of Practice Guidelines may be found at <https://www.oasas.ny.gov/credentialing/scopes-practice>. **It is important to note that CASACs may not work outside of their scope of practice.**

CREDENTIAL UPGRADE PROCESS

Application

This CASAC Upgrade Application, and the associated fee, may be used in-between renewal periods to apply for a different CASAC level. You may also wait until your next renewal period to request the upgrade at which time there will not be an additional upgrade fee. **This application is only for currently credentialed CASACs requesting a level upgrade outside their usual renewal period.** CASAC-Trainees or individuals with a non-CASAC credential or with an expired or deactivated CASAC must complete the initial application process. Individuals with inactive credentials must complete the reactivation application.

A completed CASAC upgrade application and supporting documentation must be submitted to the OASAS Credentialing Unit and your application will be reviewed to ensure that all upgrade requirements have been satisfied. **APPLICATIONS ARE REVIEWED IN THE ORDER THEY ARE RECEIVED.** Based on the findings of the review, your application will be determined to be either incomplete or approved.

It is important to note that processing of recredentialing applications and follow up mail will take priority over processing of upgrade requests. Therefore, the Credentialing Unit asks that you do not contact our office to inquire on the status of your upgrade.

Incomplete Applications

If your application is determined to be incomplete, you will be mailed a CASAC Upgrade Application Review Summary. **Identified deficiencies must be satisfactorily addressed prior to your upgrade being issued.**

Approved Applications

When your application is approved, you will be issued a new CASAC certificate, which will display the new credential level. The issue and expiration dates on the certificate will remain the same as on your current credential.

FEE SCHEDULE

All fees are **non-refundable**. Checks or money orders **must** be made payable to NYS OASAS. Please do not send cash.

\$50 CASAC Upgrade Fee – An upgrade in CASAC level may be requested at any time, as long as your credential is active and in good standing. This fee does not apply if done during the renewal process, only if requested outside the 90 days prior to credential expiration.

The Application, associated instructions, and fees are subject to change without notice.

**CREDENTIALLED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR (CASAC) UPGRADE APPLICATION
GENERAL APPLICATION INSTRUCTIONS**

These instructions are intended to guide you in completing your CASAC Upgrade Application. Please **read** the following **before** preparing your application.

- **Please print legibly in ink.**
- Be sure to include documentation in the form of:
 - certificates of completion for the Clinical Supervision Foundations I and II courses; and
 - academic transcripts to support the education and training being claimed; and/or
 - Scope of Practice Work Experience Verification Record (Grandparenting Only)
- **Do not bind or laminate any part of your application.**
- **Make a copy of the completed application for your records.** The application, and all information and documents submitted with the application become the property of OASAS and will not be returned.
- Submit the completed **original** application forms, including the Counselor Scope of Practice Checklist, all required documentation, and the applicable **non-refundable** renewal fee (in the form of a check or money order made payable to NYS OASAS) to:

**NYS OASAS
Attn: Credentialing Unit
1450 Western Avenue
Albany, NY 12203-3526**

OASAS reserves the right to verify all information and documents submitted with the Application and/or request any additional information and documents.

CREDENTIALLED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR (CASAC) UPGRADE APPLICATION

CASAC UPGRADE REQUEST

LAST NAME:	FIRST NAME:	CREDENTIAL #
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Please indicate the level you are applying for and include the associated documentation with your application as follows:

CASAC 2

Transcript verifying completion of an associate's degree or higher in an approved human services field. Refer to the OASAS website for a list of approved human services fields:
<https://www.oasas.ny.gov/credentialing/approved-human-services-degrees>

CASAC ADVANCED LEVEL

Transcript verifying completion of a bachelor's degree or higher; and

Certificate(s) of completion for 30 hours of approved Clinical Supervision training*

CASAC MASTER LEVEL

Transcript verifying completion of a master's degree or higher in an approved human services field. Refer to the OASAS website for a list of approved human services fields:
<https://www.oasas.ny.gov/credentialing/approved-human-services-degrees>; and

Certificate(s) of completion for 30 hours of approved Clinical Supervision training*; and

Maintained CASAC credentialed status for past 3 years

*Clinical Supervision Foundations I is a 14-hour, self-paced online course that may be accessed at <https://healthknowledge.org/course/index.php?categoryid=74>

Clinical Supervision Foundations II is a 16-hour face-to-face training. A list of the providers offering the course can be found at <https://webapps.oasas.ny.gov/training/providers.cfm?providerType=CSF2>.